

# **Odem-Edroy School District Technology Incident Report**

## **Employee Information**

Person Reporting: \_\_\_\_\_ Phone/Ext: \_\_\_\_\_

Building: \_\_\_\_\_ Room Number: \_\_\_\_\_

Device assigned to: \_\_\_\_\_

Date and time of discovery  
of loss/damage: \_\_\_\_\_

Discovered by: \_\_\_\_\_ First reported to: \_\_\_\_\_

Names of staff/students  
involved: \_\_\_\_\_

Last date and time the item was observed in known good condition and by whom: \_\_\_\_\_

## **Specific Details of Incident, Loss or Damage**

Events leading up to incident (if relevant): \_\_\_\_\_

Description of what happened: \_\_\_\_\_

Problems with device (keyboard missing keys, cracked screen, device or peripherals missing, etc.) \_\_\_\_\_

## **Equipment Damaged, Stolen, or Destroyed**

Item Description (e.g. laptop, iPad, netbook, etc.)	Model	Express Service Code Or Serial #	Check One	
			Damaged	Stolen

Comments: \_\_\_\_\_

Submitted by (signature): \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Technology Signature: \_\_\_\_\_ Date: \_\_\_\_\_