

MY School Chromebook Return



jack nicholson

jacknich@myschool.org

ABCD1234

Dear jack nicholson:

According to our records, you have been assigned a Chromebook with the asset number: ABCD1234.

You will need to bring this document, along with your Chrombook and charger, on the day of return. This document is needed in order to accurately check your Chromebook back into our system, and will act as your receipt of the returned Chromebook.

If you are missing your charger or Chromebook, please indicate that in the fields provided below. If the Chromebook we have listed does not match the asset number on the Chromebook you currently have, provide the asset number of the one currently in your possession.

Please note: You will still receive credit for returning a Chromebook even if the one you have is not the same as the one we have on record. However, you are encouraged to turn in the correct one, or work with your teacher to resolve the discrepancy.

Returning your MYSchool device is important. Failure to return your device will prevent you from attending Graduation/Promotion and other end-of-year functions. Also, you and your family will be billed for a replacement Chromebook (at a price of \$350) if it is not returned prior to the last day of school.

Thank you for your understanding, and enjoy your summer!

Sincerely,

MYSchool IT Team

Incorrect Asset Tag []

Missing Charger []

Incorrect Asset Tag Number: _____

Missing Chromebook []