



LWSD Student Laptop Checkout Review Form	
Student Name (Please print clearly)	Date:
School Name	Laptop Barcode # (last 6 digits)
Do you have Insurance with Worth Ave Insurance Group? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure	
Item assigned assessed as damaged? (Check all that apply): <input type="checkbox"/> Cracked or Broken Screen (turn on laptop) <input type="checkbox"/> Cracked or Scratched Case <input type="checkbox"/> Broken Hinges <input type="checkbox"/> Damaged Battery <input type="checkbox"/> Damaged Keyboard <input type="checkbox"/> USB Ports <input type="checkbox"/> Jacks & plugs <input type="checkbox"/> Other <input type="checkbox"/> No visible sign of damage Laptop booted-up to CTL+ALT+DEL screen: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Describe the Damage:	
Laptop Sent to Repair? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Loaner Assigned - Barcode # _____ <div style="text-align: right; margin-right: 100px;">(last 6 digits)</div>	
Additional Comments:	