

# Lost Laptop Procedures

## 1. Librarian

Students Name \_\_\_\_\_

ID \_\_\_\_\_

Laptop Make \_\_\_\_\_

Asst tag # \_\_\_\_\_

Serial # \_\_\_\_\_

Cost \_\_\_\_\_

Date time Parent was notified \_\_\_\_\_

Information \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date Students statement attached \_\_\_\_\_

Security signature \_\_\_\_\_

## 2. Security

Date student and Parent was contacted \_\_\_\_\_

Information \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Security case number \_\_\_\_\_

Librarian signature \_\_\_\_\_

