



Jonathan Hughes, M.Ed.
Technology Coordinator

(651) 205-4797
chromebook@twincitiesacademy.org

Lost / Stolen Chromebook Report

Student Information		
Student Name: _____	Student ID #: _____	
Description of Loss		
Date Reported: _____	Date Lost: _____	
Incident Summary: _____ _____ _____		
Device Details		
Device Description: Chromebook		
Asset Tag: _____	Serial #: _____	
Replacement Cost:	Lost	Stolen
1st Incident	\$300	\$200 (with police report)
2nd or Subsequent Incidents	\$300	\$300

Family Acknowledgement	
Responsibility for Lost / Stolen Device ☐ <u>Lost Device</u> or ☐ <u>Stolen Device</u> : If your student's device has been lost, the cost of the replacement (see above) can be paid by cash or check to TCA and returned with this form. If your student's device was stolen, a police report needs to be filed and a copy of the police report returned with this form and the cost of the replacement (see above) can be paid by cash or check to TCA and returned with this form. Alternatively, you can return this signed form and the cost of the device can be applied to your Infinite Campus account and paid within three months of the fee being issued. Failure to pay the replacement fee or set up a payment plan by contacting the school or emailing chromebook@twincitiesacademy.org within three months of the fee being issued will result in the delinquent amount being referred to collections.	
Upon receipt of this signed form, a replacement device will be issued to the student. NOTE: If the lost device is found, return to TCA for refund of replacement fee at any time.	
Parent / Guardian Name: _____	
Parent / Guardian Signature: _____ Date: _____	
Parent / Guardian Phone #: _____	