

# **2024 END OF YEAR TECHNOLOGY CHECKLIST – CLASSIFIED STAFF**

**Classified staff, please turn in all devices for the summer. Summer school staff will have access to Chromebooks at your site. Please do not take devices home.**

**Please print your name on this sheet and use removable masking tape to attach this sheet to your device.**

**Staff Name:** \_\_\_\_\_

**List Device Asset Tag #(s) being turned in:**

\_\_\_\_\_

## **Elementary Classified Staff**

- Place iPad, Crayon, and Charger in Building Device Cart
- Please report any issue with iPad, Crayon, or Charger here:

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## **Middle/High School Classified Staff**

- Place Chromebook and Charger in Building Device Cart
- Please report any issue with Chromebook or Charger here:

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## **For SPOCs**

### **Confirm ALL Listed Tech Items are Present.**

- Initial that you are collecting the staff members device/charger:-> \_\_\_\_\_
- Note any tech missing (ex: charger) or devices needing to be repaired.

**Notes:** \_\_\_\_\_

- If repairs are needed, please separate devices out and create tickets in IIQ. Please note in the ticket where you are storing the devices needing repair.
- Collect devices/chargers and collect this sheet for technology records.