

West iPad Repair

Date:	Student ID # w/safe word:
Name:	
Email:	@stu.waukesha.k12.wi.us
Asset Tag # (sticker):	Serial #(below sticker on device):
Apple ID (icloud login in settings):	circle one: @stu or @a
Apple ID Password:	
Passcode:	
Problem & how it happened:	
☐ Student backup your iPad: • Backup your iPad in iCloud: settings > iCloud > iCloud backup > back up now • Notability: 1) settings gear > iCloud > turn on toggle 2) settings gear > auto-backup > Google drive (sign in) • Book Creator: 1) select project > share/up button > export as epub > copy to Google drive 2) select project > share/up button > export as epub > add to iCloud drive • Notes: iCloud > Turn on Notes toggle • iMovie: 1) Select movie > share/up button > add to iCloud drive > select iCloud drive 2) Select movie > share/up button > add to Google drive • Photos: iCloud>Photos>iCloud Photo Library on *you can also use google photos to save photos for free w/unlimited storage ☐ Student removes all passcode locks: • Go to Settings > Passcode > Turn Passcode Off ☐ Student removes case from the iPad ***NEW iPADS STAY IN CASE*** ☐ New case w/warranty Old case: Type of iPad case: circle one: <i>district</i> / <i>student</i> color: _____ slot # _____	
TO BE FILLED OUT BY STAFF:	
Loaner: Yes / No Asset Tag # _____ loaner # _____ Check iPad Out to Student ☐	
Fill out repair form http://sdwhdhelper.waukesha.k12.wi.us/ ☐ ➡ Ticket# _____	
Repair #: 1st 2nd 3rd 4th 5th n/a Warranty Repair Cost: \$30 \$60 \$100 N/C	
Replaced: Yes / No If yes, Replacement Asset Tag # _____	
Fee: Yes / No Recorded fee in IC (if applicable) date: ____/____/____ Notification sent ☐	
Notes:	