



STUDENT COMPUTER INCIDENT FORM

STUDENT NAME	LAST _____ FIRST _____	GRADE	_____
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CHROMEBOOK HP Model x36011G4 CelN4500 11 4GB/32 PC

<input type="checkbox"/>	Lost
<input type="checkbox"/>	Operating / Network Issue
<input type="checkbox"/>	Damaged Screen
<input type="checkbox"/>	Damaged Keyboard / Touchpad
<input type="checkbox"/>	Damaged Shell / Camera(s)

CHARGING CABLE HP 45W USB-C AC ADAPTER MODEL TPN-LA19

<input type="checkbox"/>	Lost
<input type="checkbox"/>	Damaged

Case Kensington (K62609)

<input type="checkbox"/>	Lost
<input type="checkbox"/>	Damaged

BARCODE	5 0 0 6 6 _____	SERIAL NUMBER	COMPLETED BY KMS STAFF
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Description of how each item was lost or damaged. (Use the back of this form if needed.)

For lost Chromebooks, a police report needs to be filed with Military Law Enforcement and a copy of the report needs to be provided to KMS.

For US Air Force households:
Vogelweh Building 2067
DSN Number: 489-6060 / Comm: +49 (0) 631 5366060

For US Army households:
LAW ENFORCEMENT DESK - KAISERSLAUTERN (MP)
Primary: +49 (0) 631-536-7070 / 0631-536-7002 / 0631-536-8005

The statements made here are true to the best of my understanding.

Student Signature: _____ Date: _____

Computer Incident Forms reporting physical damage to Chromebook or loss of issued item(s) require a parent signature.

Parent Signature

Parent Name Printed

ADMINISTRATIVE NOTES

COMPLETED BY KMS STAFF ONLY

Student received loaner ☒

LOSS / DAMAGE

<input type="checkbox"/>	Accidental
<input type="checkbox"/>	Purposeful
<input type="checkbox"/>	Parent Notified
<input type="checkbox"/>	Administrative Action Taken

NOTES: _____ Computer issued to student

LOANER CHROMEBOOK		STAFF INITIALS
Number		
Barcode		
Serial No.		
Date		
Service Ticket	INC	
RO#		