

CHROMEBOOK CHECKOUT FORM

Student Name _____ ID _____ Serial Number _____

Damage Report:

Record any damage you see on your Chromebook. Look carefully, you will be responsible for all damage that you don't report. Show any damage to your teacher immediately.

Keyboard & trackpad (keys, scratches in metal, writing):

- 1. Are all keys attached? Yes No
- 2. Are there any scratches in the metal around the keyboard or the trackpad? Yes No
Explain: _____
- 3. Is there any writing on the metal around your keyboard and trackpad? Yes No
Explain: _____
- 4. Are the keyboard and trackpad working? (Try them!) Yes No
Explain: _____

Screen (edging and monitor glass):

- 5. Is the screen cracked or damaged in any way? Yes No
Explain: _____
- 6. Is the rubber edging around the screen damaged in any way? Yes No
Explain: _____

Chromebook Exterior:

- 7. Is there any damage to the outside of the Chromebook ? Yes No
Explain: _____

- 8. Are the rubber feet attached on the bottom of your Chromebook? Yes No

Write down any other damage to the Chromebook on the back of this sheet.

Checkout Date: _____ Return Date: _____ Signature: _____