

Ashford School
REQUEST FOR TECHNOLOGY SERVICE/TROUBLE REPORT

Directions: Complete this form and submit to the Technology Coordinator. Minor work will be completed as quickly as possible. Sizable jobs must be reviewed and scheduled by the technology coordinator or his/her designee. Requests hardware and software require the authorization of the Superintendent.

Requester: _____ Room/Location: _____

Describe the problem or work to be requested: _____

Signature _____ Date _____



TO BE COMPLETED BY TECHNOLOGY STAFF

Date Received: _____

Disposition of Report/Request:

Signature _____ Date _____

cc: requesting party



SUPERINTENDENT AUTHORIZATION (if necessary)

Date Received: _____

Priority Level: (Circle One) Immediate School Vacation Summer

Superintendent Signature _____ Date _____

cc: Principal's Office, file