



**NOTRE DAME ACADEMY 2014-2015**

**iPad Service Request or Incident Report**

Please complete this form in the event of malfunction, loss, damage or theft of an NDA-issued iPad.

**Student Name:** \_\_\_\_\_ **Class:** \_\_\_\_\_

**Passcode (if applicable):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Details of Issue or Damage:**

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**If the iPad has been damaged, provide details below of how, where, and when the damage occurred:**

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**Name of any witnesses to the incident:**

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**If another party is responsible for loss or damage, please explain in your opinion:**

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**Signature of Student:** \_\_\_\_\_

*Please submit this report to the Technology Teacher (Mrs. Maskell) as soon as possible after the incident – **within 24 hours** unless damage occurs over a weekend or extended break.*