

NAME _____

ROOM NUMBER: _____

- **Step 1:** Complete the checklist & record technology issues below.
- **Step 2:** Tape this completed form to the outside of your door before leaving for the summer.

Classroom Closeout	
<input type="checkbox"/> Bring Instructional Laptop to Library to either renew checkout or check-in for the summer	<input type="checkbox"/> Shut down & return all laptops to proper location
<input type="checkbox"/> Remove batteries from ALL devices to prevent corrosion	<input type="checkbox"/> Follow campus procedures for securing document cameras, cords & other peripherals
<input type="checkbox"/> Securely store Promethean/SMART pens & projector remote according to campus procedure	Prepare Apple Devices for Summer Storage <ul style="list-style-type: none"> <input type="checkbox"/> Fully Charge All Apple Devices <input type="checkbox"/> Log out of iCloud <input type="checkbox"/> Turn off Restrictions <input type="checkbox"/> Turn off Passcode <input type="checkbox"/> Power device off <input type="checkbox"/> Store cables, chargers & devices securely
<input type="checkbox"/> Save all files to your H drive, OneDrive or other storage device – All computers will be erased & updated over the summer	
<input type="checkbox"/> Save your internet favorites	

For more information & directions, go to <http://icafe.lcisd.org/endofyear/>

Equipment to Check	Issues to Report
<small>*A computer's Service Tag # is listed on the side (desktop) or bottom (laptop) of computer*</small>	
<input type="checkbox"/> All Classroom Computers	<i>Problem:</i> <i>Service Tag #:</i>
<input type="checkbox"/> Mouse, Keyboard, & Speakers	<i>Problem:</i> <i>Service Tag #:</i>
<input type="checkbox"/> Promethean/SMART board functionality	<i>Problem:</i>
<input type="checkbox"/> Projector	<i>Problem:</i>
<input type="checkbox"/> Other	<i>Problem:</i>

NO KNOWN TECHNOLOGY ISSUES TO REPORT

TAPE THIS COMPLETED FORM TO THE OUTSIDE OF YOUR DOOR BEFORE LEAVING FOR THE SUMMER