

NAME _____

ROOM NUMBER: _____

- **Step 1:** Complete this checklist & list any 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"/> Securely store Promethean/SMART pens & projector remote according to campus procedure	<input type="checkbox"/> Shut down & return all laptops to proper location
<input type="checkbox"/> Securely store all hubs & chargers with device according to campus procedure	<input type="checkbox"/> Log out of iCloud on all iPads
<input type="checkbox"/> Remove batteries from ALL devices to prevent corrosion	<input type="checkbox"/> Fully charge & shut down iPads
<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"/> Store cables & chargers in a locked cabinet
<input type="checkbox"/> Save your internet favorites	<input type="checkbox"/> Follow campus procedures for securing document cameras, cords & other peripherals

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

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

NO KNOWN TECHNOLOGY ISSUES TO REPORT

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