

# ***LAPTOP VERIFICATION FORM***

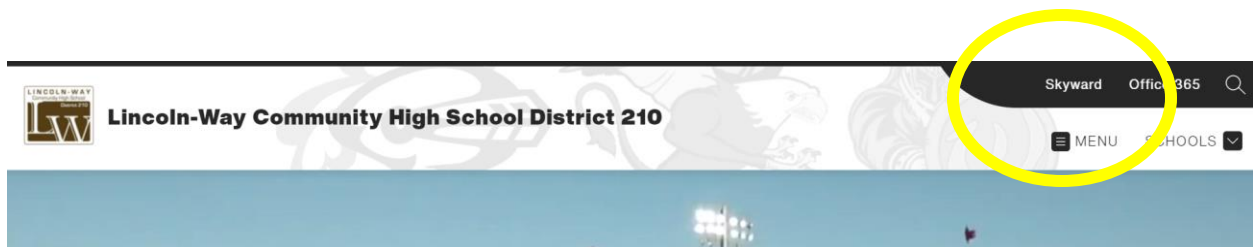
## ***Parent Completion***

Your Student has received their Lincoln-Way Issued Laptop.

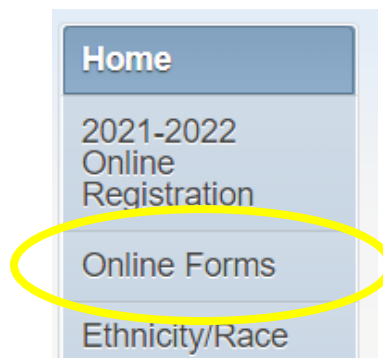
As a final step please complete the ONLINE FORM in your Parent SKYWARD Account. The completion of this form will allow you to verify that the laptop your student has matches the information in our records. This will also allow us to verify whether the laptop is able to be connected to the internet when being used at home.

Below are directions to complete the ONLINE FORM.

1. Login to Skyward Family Access on the website.



2. Select Online Forms on the left of the screen.



3. Read through the message and confirm the information on the form. If the information is accurate, please type in your name. This will act as your signature stating the information is accurate. When complete, click on Complete Step 1 Only.

### District Message

All students, beginning with the class of 2024, will be assessed a \$30 laptop insurance fee annually. This fee will be assessed along with the registration fees at the beginning of each school year.

Laptops are purchased with a standard factory warranty. Any damage that is not covered under the factory warranty will be processed through our technology department. Many repairs will be covered by the insurance fee; however, this fee does not cover the following and a separate fee may be assessed:

- \* Stylus Replacement \$30
- \* Power Cord Replacement \$50
- \* Lost/Stolen Laptop \$600
- \* Normal Wear and Tear
- \* Cosmetic Damages that do not affect the functionality or integrity of the device
- \* Damage from abuse, misuse, or unauthorized modification
- \* Damage caused by negligence

If the laptop insurance fee is not paid, students/parents are responsible for the full cost of the repair.

A loaner laptop may be issued to a student while it is under repair. There may be a delay in checking out a loaner depending on availability. The district does not guarantee a loaner will be available.

### Step 1. Custom Form (Required)

This form will be used to collect the information for the Laptop Distribution

[Print](#)

[View F](#)

Other ID: [REDACTED]

Student's Name: [REDACTED]

\* Connect to Home Wi-Fi: [REDACTED]

Device Asset Tag: [REDACTED]

Device Serial Number: [REDACTED]

Signature: [REDACTED]

[Complete Step 1 Only](#)

### District Message

#### 1. Custom Form

✓ Completed 05/21/2021 11:24am

#### 2. Complete Laptop Documentation

[Previous Step](#)

[Next Step](#)

[Close and Finish Later](#)

4. Once the above steps are complete, Click on Submit Laptop Documentation.

### Step 2. Complete Laptop Documentation (Required)

By completing Laptop Documentation, you are confirming that the Steps below have been finished. Are you sure you want to complete Laptop Documentation for Ava?

#### Review Laptop Documentation Steps

Step 1) Custom Form Completed 05/21/2021 11:24am

Guardian Name [REDACTED]

Guardian Address: [REDACTED]

[Submit Laptop Documentation](#)

### District Message

#### 1. Custom Form

✓ Completed 05/21/2021 11:24am

#### 2. Complete Laptop Documentation

[Previous Step](#)

[Next Step](#)

[Close and Finish Later](#)