**Laptop Summer Drop-Off Form**

*Please fill out this form on your computer, print it out and put it in your laptop case before turning it in for the summer.*

**IMPORTANT NOTE:** Updating and replacement procedures might require us to delete your data. We strongly recommend backing up your files before turning your laptop in for the summer. If you need assistance, please contact the Help Desk at 503-614-1400.

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| **Person this laptop is checked out to:** |       |
| **Supervisor:** |       |
| **Primary Worksite:** |       |
| **Requested Pick-up Date:** |       |
| [ ]  | **Check this box if you know that you will not be returning next year.** |

**Please describe any problems you are having with your laptop or leave comments:**

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**NWRESD Technology Department**

503-614-1400

helpdesk@nwresd.k12.or.us