

**Weatherford Public
Schools
Laptop or iPad
Check-Out Form**

This form must be completed by all personnel requesting to check out a laptop or iPad from their school anytime during the school year or summer break. All requests must be approved by the Technology Director, Principal, or Supervisor for removal of equipment from Weatherford Public Schools Property.

Name _____

HomeAddress _____ **Must be a street address**

Home Phone # _____

Cell# _____

School Site _____

Laptop or iPad serial # _____ **Model #** _____

Please initial each statement below.

_____ **I am aware that I must follow Weatherford Public Schools acceptable internet use policy with any equipment signed out.**

_____ **I am aware that I am financially responsible for any damage to or the loss of the above equipment.**

_____ **I understand that if asked I must return the above equipment immediately to the school.**

My signature below ensures that I have read and understand the above statements.

Signature

Date

Principal/ Technology Director

Date
