



# Loudoun County Public Schools ILD Return Receipt 2019-2020

[En español](#)

Please complete this form and submit with your school issued equipment. This will be your receipt that your equipment has been returned. For any devices not returned or damage that is not covered under LCPS warranty, students may be invoiced.

## **STUDENT INFORMATION**

Student Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

## **DEVICE INFORMATION**

Please check the box if the following are MISSING:

Laptop

Power Supply

What is the LCPS inventory tag number for your laptop?

Verified by DDI staff member: \_\_\_\_\_ on Date: \_\_\_\_\_

## **DAMAGE REPORTED (ONLY COMPLETE IF YOU HAVE DAMAGE TO DECLARE)**

Inventory tag number: \_\_\_\_\_

Please describe the damage you are reporting:

How did this damage occur? Please be specific.