



IPAD4 – Leaving School – Returning iPad

To be completed by STUDENT SERVICES

Student Name:		Year level:		Date Left:	
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Original Case	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Comments:
Genuine Apple Charger (including charge cable and power block –see picture previously provided)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Comments:

Screen Checked (turn iPad **ON** and check for cracked screen and/or if screen works)

Screen NOT Damaged	<input type="checkbox"/>		
Screen Damaged	<input type="checkbox"/>	Inform parent they will be charged for the repair/replacement	<input type="checkbox"/>

Signed:

Date:

To be completed by IPAD DEPARTMENT

iPad & Charger Received Date:	
IPAD 4 form completed by Student Services	<input type="checkbox"/>
iPad returned	<input type="checkbox"/>
Screen damaged	YES NO
iPad	<input type="checkbox"/> sent to repair agent <input type="checkbox"/> Written off
Contacted cashier to invoice parent/caregiver	<input type="checkbox"/>
Genuine charger returned	<input type="checkbox"/> Power Block/Brick <input type="checkbox"/> Cable
Contacted cashier to invoice for charger cable &/or brick	<input type="checkbox"/>
Student signed out of AppleID	YES NO
Student changed Passcode	YES NO
iPad sent to IT Technicians to wipe and provision	By: _____ Date: _____



Student/Parent information when returning iPad

1. Are you returning the original iPad charger (including the charge cable & original power brick)?

If not you will be invoiced for the replacement of new power brick &/or charge cable.

2. Is the iPad damaged or have a broken screen?

An invoice of \$65 if still in warranty for an Apple Care claim, if it is out of warranty or on its 3rd claim you will be invoiced the full repair cost.

3. Is the iPad being returned in its original case?

If not you will be invoiced for a replacement case.

4. Has your student backed up the device?

If not, information & photos are erased & not retrievable once handed in.