Technology Request Form

Before filling out this form, please do the following:

1. Check all cables and plugs to insure proper connection.
2. Turn your machine off for 5 minutes, then restart and see if the problem still exists.
3. Check with other teachers in your area to see if they are having similar problems (example: no access to the Internet, e-mail, etc.).

Date _____

Teacher_____

Room Number _____

Computer Number _____

Describe the problem. _____

Please give this form to Natálee Reed.

If the problem cannot be corrected during school hours by a building level tech person it will be referred to Tabitha Barr, GCSD Technician.