

2025-2026

**GEORGE COUNTY SCHOOL DISTRICT**  
**Chromebook Lost/Stolen Procedure Form**

**Device & Assignment Information**

Location device is assigned: \_\_\_\_\_ Red Tag #: \_\_\_\_\_

Person responsible for device:     Student     Staff

Device was assigned to: \_\_\_\_\_

Date assigned: \_\_\_\_\_

**Step 1 – Technology Department Action**

- The Technology Department has attempted to locate the Chromebook via network ping.
- Last Usage Date: \_\_\_\_\_
- Date Disabled: \_\_\_\_\_

**Step 2 – Student Chromebook Procedures (Staff skip this step)**

- Parent Contacted
  - Date: \_\_\_\_\_
  - Time: \_\_\_\_\_
- School Status documentation attached (Required)
- Device Returned On: \_\_\_\_\_
- Fine Paid On: \_\_\_\_\_
- ➡ If the device is not returned or the fee is not paid, proceed to Step 3.

**Step 3 – Escalation Procedures (Student Chromebooks only)**

- Official GCSD form letter mailed to parent: \_\_\_\_\_
- If no response in 7 days, SRO home visit date: \_\_\_\_\_
- If still unresolved, file a lost/stolen report with SRO.

**Step 4 – Documentation Submission**

Please send the following to Vicki Byrd:

    Signed and Completed Chromebook Lost/Stolen Procedure Form

    School Status Communication Documentation (Student only)

    Lost or Stolen Property Affidavit with police report

    (For staff: Must be signed by staff member and administration)

Fixed Asset Coordinator (School Level) Signature: \_\_\_\_\_

**Step 5 – Final Board Approval & Tracking**

After board approval of the disposal:

    Disposal form submitted to school administration

    Student name added to GC Chromebook Fine Tracking Sheet (if fine unpaid)

    Copy of Refusal to Pay letter sent to parent (school level)

**Notes:**

No disposals will be approved within two weeks of a scheduled site visit.