

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.