

Wylam K-8 Technology Assistance/Issues Reporting Form

To report any technology issues, please complete this form. Once the form is completed, please place in Mrs. Elder's box.

Date of Request: _____

Name: _____

Room #: _____

Computer ID: _____

Is this an emergency that requires immediate attention? _____

If no, what times are you available?

Nature of problem (or error message) _____

Has this been a recurring problem?

When did the device last function properly?

Date received _____ Technology Coordinator's Initials _____

Steps Taken: _____
