

Repairs Process:

- [Chromebook Repair Form](#): Teachers will fill this out for each Chromebook that needs repairs.
- Teachers will need to bring the form & broken chromebook(s) to the library to be submitted in [CISD Chromebook Return Report](#).
- Librarian/Library Manager: You can go in Follett to change the status of the chromebook to “out for repairs”, and in the notes explain issues of chromebook. [Catalog > Resource Search > “Find all: Resources” > “Where Item: Barcode” > Enter Barcode and search > Select the !\[\]\(1207edb9a08751d3d55970560645ed23_img.jpg\) > Status.](#)
* Remember to change this status back & update the notes when it is returned. *
- There needs to be a secure, designated repair pick up area. Make sure the chromebooks placed in this area are already entered into the chromebook repair system. When a technician is on campus they will check this area only and pick them up for repairs.
- When the chromebook repairs are complete, the technicians will bring them back to the library. They will have a signing sheet, with one column for returning chromebooks and one column for retired (if any). They will require a signature before leaving the chromebooks. If you would like, you can make a copy of this sheet for your records.
- We ask that you assign a 2nd point of contact in case the Librarian/Library Manager is away, someone can still sign for the return of chromebooks.
- Please inform the technology department of these designated pick up & drop off areas, as well as who the 2nd point of contact is.