

School Name:
Location:



Dear Parent/Guardian,

This letter documents that the above student’s parent/guardian has been contacted regarding the malicious damage of a district-issued student device. The parent/guardian/student is responsible for paying repair costs. The school will place a hold on the student’s account for the appropriate fee, refer to the fees listed below.

Device Fees for SY 2023-24					
MacBook	Lost \$375	Power Adapter \$30	Case \$30	Broken Screen \$230	Broken keyboard \$200
iPad	Lost \$250	Power Adapter \$30	Case \$70.	Accidental broken screen covered.	

Payment can be made to the campus financial secretary.

The assistant principal will keep the original copy of this signed form and make copies to distribute as follows:

- Parent/Guardian/Student
- Technology Liaison
- Financial Secretary (place hold on student account)

Date: _____

Student Name: _____ **Student ID:** _____

Student Grade Level: _____

DiGiN AP Name _____ **Parent/Guardian Name** _____

DiGiN AP Signature _____ **Parent/Guardian Name** _____

Date of Parent/Guardian Contact: _____

When the form is complete and returned to _____,
a replacement device will be issued.