

Lab Reservation Form

Email to: andrea.samples@fwisd.org



Technology Lab Policies:

1. For lab usage and training attendance reporting purposes, after class ***please scan/email a copy of each signed class roster to andrea.samples@fwisd.org***. Please make sure your roster heading includes , class date, class name, room number, start and end time.
2. Room assignments are based on priority and availability.
3. No food or drink is allowed in technology labs.
4. If you plan to print, you must supply your own paper.
5. Make sure all computers are shut down and monitors are turned off at the end of class.
6. Make sure that the room is clean and neat after use. Use the cleaning wipes for keyboard, monitor, and mouse.
7. Please ask for assistance with connections to the Board/Projector to avoid issues for the next group. If you change the set-up (Promethean board/projector) connections, please return to previous set-up for the next group.

Contact Information

Contact Name:		Title:	
Department or School Name:			
Email:		Phone:	
Who will provide training:		Class Audience:	
Class Subject:			
Will you need to load any software?		If yes, name of software:	
Special Notes:			

Lab Reservation Information

	Date	Start-End Time	How Many Attendees?	Class Name
Class Session 1				
Class Session 2				
Class Session 3				
Class Session 4				
Class Session 5				
Class Session 6				
Class Session 7				
Class Session 8				
Class Session 9				