

Coastal Plains High School Laptop Return Form



Student Name:	Student 5-digit ID:
Guardian Name:	Phone:
Completed By:	Date:
Approved By:	Date:

Item Description	Return Condition <small>L/S = Lost Stolen D = Damaged</small>	Replacement Cost

Documentation of Notification
Date student/guardian notified:
Method of notification: <input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Letter/Mail <input type="checkbox"/> Face to Face
Notified By:
Date Registrar Assessed Fine in IC:

Notes:

- Any item(s) lost/stolen or returned in damaged beyond repair condition must be indicated on this form.
- Police report must be filed for any lost/stolen laptop/Chromebook.
- Student and/or Guardian must be notified immediately of replacement cost.
- Registrar must assess fine in Infinite Campus for the replacement cost.
- Replacement Cost:
 - Dell Laptop = \$960.00
 - Acer Chromebook = \$685.00
 - Charger = \$55.00
 - Carrying Case (laptop bag) = \$25.00