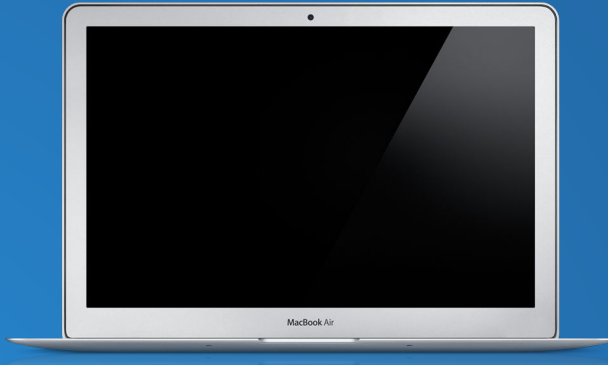


The slide features a dark blue background with decorative geometric patterns on the left and right sides. These patterns consist of overlapping, stylized arrow-like shapes in yellow, magenta, cyan, and grey, pointing towards the center. The main text is centered in white.

# Laptop Wellness Check

We need your help...

# Laptop Wellness Check



Laptop FA#	FA # ✓ed by Teacher	Wellness Check			
		? - missing ( <i>not seen</i> )	✓ - Good	X - Needs Attention	L - Loaner
		Laptop	Charger	Case	Teacher Comments
8015506	<input type="checkbox"/>				

The GOAL is to...



WHAT  
happened  
to your  
laptop?

You mean I'm  
responsible?

minimize EOY surprises!

# SENIORS!!!!!!



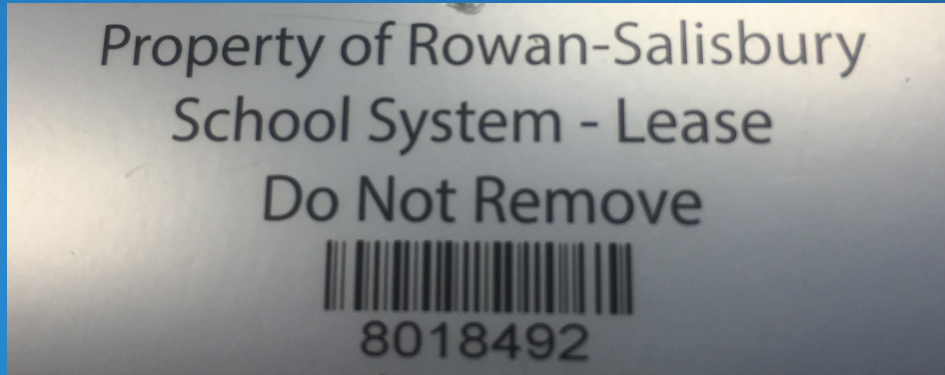
I owe  
**HOW**  
much!  
\*?%#

\*\*\*Explain the Charger  
replacement FEE to  
**EVERYONE!**

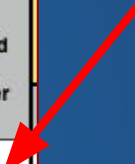
# Data Check

*(Students must remove snap on covers)*

1. Verify **CORRECT** Fixed Asset Number. It's on the back of the laptop



FA#	FA# Verified By Teacher
8015678	<input type="checkbox"/>



## 2. Check Laptop Body for Physical Damage

Good rule of thumb: Could we re-assign this laptop to a “new student” ?

There will be “normal wear and tear” - **even more than last year**

- Slightly curled edges - *laptop still closes* or small scratches or dents in the body

**\*\*Mark these GOOD!**

Wellness Check			
? - missing (not seen)	√ - Good	X - Needs Attention	L - Loaner
Lapt	Charger	Case	Teacher Comments
✓			

# Laptop Needs Attention if:

- Missing Keys
- Cracked/Broken Screen
- Laptop will not close all the way
- Cracked or Pushed in Trackpad
- Stickers or Marks that will not come off

**\*\*Mark these X  
Needs Attention!**

Wellness Check			
? - missing ( <i>not seen</i> )	√ - Good	X - Needs Attention	L - Loaner
Laptop	Charger	Case	Teacher Comments
X			

# 3. Check the Screen

- Turn the laptop on
- Make sure the screen displays properly
- No Lines down the screen or any dark spots

**\*\*Mark these X  
Needs Attention!**



Wellness Check			
? - missing (not seen)	√ - Good	X - Needs Attention	L - Loaner
Laptop	Charger	Case	Teacher Comments
X			



# 4. Check the Charger



- If it works properly, check it *Good*
- **?** - Missing - If you do not SEE the charger.
- Student does NOT have to bring the charger to wellness check
- Remind students they WILL need to bring the charger at EOY Collection ; )

Wellness Check			
? - missing    ✓ - Good    X- Needs Attention			
Laptop	Charger	Case	Comments



# Lost/Stolen Charger

- Mark **? - Missing**. Student will be charged or they can replace it with an Apple Certified charger.
- Seniors or students withdrawing will be charged:
  - Charges:
  - Total Cord w/ Power Brick - \$85.00
  - Extension Cord only - \$15.00
- Underclassmen will be charged when they turn laptop IN at end of lease or graduation or withdrawal
  - Reality - they NEED a charger now... could even purchase a cheaper one BUT purchase the Apple Certified one for end of lease.

Wellness Check			
? - missing		√ - Good	X- Needs Attention
Laptop	Charger	Case	Comments
	?		

# 5. Check Laptop Case/Bag

If the case is...

- missing the small bag for the charger
- so nasty no one else can use it - *Can it be cleaned?*
- has writing or stickers on it that cannot be removed

Mark it *Needs Attention*

FYI Price: Case - \$35.00 Bag - \$5.00

*\*Maybe this will encourage students to FIND the case!*

Wellness Check			
? - missing    ✓ - Good    X- Needs Attention			
Laptop	Charger	Case	Comments
		X	

# Wellness Form Completion

- Turn in Completed Form to Help Desk by **APRIL 15th**.
- Students with anything marked ***Needs Attention*** will be called to the Help Desk to assess and process.
- MOST laptops will NOT be sent off for repair until the summer.
- IF you see ANY laptop damages in your regular classes that you think **NEEDS ATTENTION** please let us know ASAP. **Just send an email with the student name & basic info so we can call them.**
- It is our HOPE to catch MOST if not ALL damages BEFORE the last day. Encourage students to report ALL NEW damages as soon as they happen.

# EOY Collection details later but...

- **BACK-IT-UP** - THIS is the summer that EVERYTHING WILL be re-imaged. **PLEASE ANNOUNCE to your students NOW so they are prepared.** Students are responsible for their own back-ups
- Students will still get the SAME laptop, bag and charger back!
- **PLEASE** tell Juniors to make sure their Graduation project info is Backed-Up in SEVERAL different locations!