

## FORM A (proof of return) when a user returns a laptop/tablet/SEN device.

### REQUEST FOR LAPTOP/TABLET RETURN FORM A

Applicable to educators who are returning their laptop or SEN device (at MEDE) or tablet (at the school). Laptops are to be returned on **retirement, resignation, alternative employment leave and leave to settle abroad**. Users on other type of leave (ex. maternity, parental, unpaid study leave, career break, long sick leave, responsibility leave) are to retain the laptop for the whole duration of their leave. Supply staff on definite contract will keep the laptop only if, their contract is renewed. Staff with reduced teaching load **and** on leave will also keep the laptop. Personnel or students may keep the **tablet** in case of transfer to another school. Staff availing of any type of leave or no longer assigned to Year 4/5/6 class contact duties may **not** retain the tablet. It is to be returned at the Head of School's office and this form is to be filled in.

### (S)KGE/(S)LSE/Teacher/Administrator RETURNING laptop/tablet /SEN device (Students included) details :

<b>School:</b>	
<b>College:</b>	
<b>Name:</b>	
<b>Surname:</b>	
<b>I.D. :</b>	
<b>Telephone/Mobile:</b>	
<b>Grade of user:</b>	
<b>Signature of user (in case no damage is evident):</b>	
<b>Any visible physical damage? If yes, describe.</b>	

### FOR OFFICE USE ONLY

Laptop Model	HP	Tablet Model	Avantis LPW-1101B
Laptop Serial Number:		Tablet Serial Number:	
Laptop Inventory Num:		Tablet Inventory Num:	
Operating System:	WIN 10	Operating System:	Android
Image:	<b>CORP</b>	<b>SCHOOLS</b>	
<b>SEN device model</b>			<b>Stamp:</b>
Serial Number:			
Inventory Num:			

