

**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 MEYR) 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 (in case of teachers only if staying in Year 4, 5 and 6). 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>Date:</b>	
<b>School:</b>	
<b>College:</b>	
<b>Name &amp; 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>	

The information you supply will be used by the Government of Malta for administrative purposes in line with the General Data Protection Act 2016/679 within the terms of the Data Protection Act [Chapter 586 of the Laws of Malta]. The personal data contained in this application form shall be processed by the Government of Malta in strict confidentiality and for the purpose it was collected. You have the right to access, rectify and where applicable, erase any data concerning you. The data collected will be used to administer the project and can be disclosed to third parties authorized by the Ministry who, will be administering the project on behalf of the Ministry.

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:	CORP	SCHOOLS	
SEN device model		Stamp:	
Serial Number:			
Inventory Num:			



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