



TECHNOLOGY ASSISTANCE, REQUESTS, & REPAIRS

Date _____

Name _____ Room # _____

Computer _____
(Please **specifically** identify your hardware. ie. COMPAQ 2244ES)

HISD Tag Number _____

I need the following assistance:

_____ (or)

The problem I am experiencing is:

(Please identify the hardware or software (program) specifically. If you are getting error messages on your computer screen, include these as well.)

All computer problems must be turned in to the Technology Troubleshooting box on this written form. Assistance will be scheduled in the order requests are received. Thank you for your cooperation and patience.

Do not write in this box.

Service Notes:

Repair completed

by: _____ Date: _____

Reference # _____