

Lubbock ISD – Jose S. Ramirez Elementary

LOST OR DAMAGED COMPUTING DEVICE AND EQUIPMENT NOTICE

Dear Parent or Guardian:

Section 31.104(d) of the Texas Education Code provides that parents/guardians are responsible for property loaned to students. Our school is authorized to withhold the grades, school records and/or to deny participation in school activities that are deemed privileges until the debt is cleared.

Since a device placed in your care was damaged, you are now required as the parent or guardian to pay for replacement cost or repair. Please contact the office of School Name at 806-219-6500 to discuss means of payment for the item listed below.

Student Information:	Loss Detail:
Name:	Device:
ID#	Serial #
Address:	Detail of Loss or Damage:
	Replacement Cost:

Principal Signature

Date