



# Lubbock ISD Technology Services

## Chromebook Cart Prep for Summer Storage

Room number: \_\_\_\_\_

Teacher name: \_\_\_\_\_

Number of Chromebooks: \_\_\_\_\_

Follow these Steps:

1. Fill out the above information.
2. Submit HelpDesk Tickets for any devices that need service or repair.
3. Tape this form on top of your cart.
4. Lock Door to cart
5. Push to campus designated secure location.
6. Turn in your key to the office.