



Technology Service Request Form

Cleveland Avenue School

Your Name _____ Rm # _____ Today's Date _____

I need assistance with the following:

Hardware

- Computer # 1 2 3 4 5 (Circle One)
- Printer
- Toner Cartridge
- SMART Board
- Other

Online Resources

- Email Access
- HR Payroll Module
- My Learning Plan (PD)
- Learning.com/Discovery EDU/Spelling City
- Other

Training/Assistance

- Schoolwires (Teacher Website)
- Genesis Gradebook
- Genesis Lesson Planner
- Other

Equipment Needs/Request

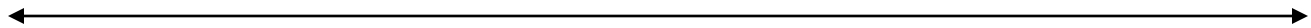
- Digital Camera
- Handicam
- iPads
- MacBook Air Laptop
- SMART Responders

On the lines below, please give details of the problem you are having. Include the error message if one is provided. As best you can, describe the problem you're experiencing and anything else that may be helpful.

Please place form in my mail box. Your comments and suggestions are requested and sincerely welcomed.

Thank you very much.

Ms. Martin Ext. 1605 Room 12



Tech Coordinator Use Only

Date Received _____

Action Taken: _____

Auto Task Word Order # _____

(Revised 9/9/14)