

1:1 Device Review Form

Print Neatly

Asset Tag
Assigned
Returned

Student ID	Student Name
Staff Name	
Date	

Internal Use Only

Return Location			
<input type="checkbox"/> BME	<input type="checkbox"/> MVE	<input type="checkbox"/> GMS	<input type="checkbox"/> BHS
<input type="checkbox"/> CES	<input type="checkbox"/> SES	<input type="checkbox"/> QLM	<input type="checkbox"/> GHS
<input type="checkbox"/> DES	<input type="checkbox"/> TES	<input type="checkbox"/> TMS	<input type="checkbox"/> THS
<input type="checkbox"/> GBE	<input type="checkbox"/> WME	<input type="checkbox"/> YMS	<input type="checkbox"/> YHS
<input type="checkbox"/> MES	<input type="checkbox"/> YES	<input type="checkbox"/> YRA	
<input type="checkbox"/> Other Specify _____			

Models	
Chromebooks	
<input type="checkbox"/> Lenovo 300e	<input type="checkbox"/> TBD (SY2024-25)
<input type="checkbox"/> Lenovo 500e	<input type="checkbox"/> TBD (SY2025-26)
<input type="checkbox"/> Dell 3400 (Rarely should be used for 1:1)	
Windows Notebooks	
<input type="checkbox"/> Lenovo 11e-ThinkPad	<input type="checkbox"/> TBD (SY2024-25)
<input type="checkbox"/> Lenovo 13w	<input type="checkbox"/> TBD (SY2025-26)
<input type="checkbox"/> Other (specify) _____	

Reason for Review	ADPP Enrolled
<input type="checkbox"/> IT Service (Enter One to One Plus Ticket)	<input type="checkbox"/> No <input type="checkbox"/> Yes
<input type="checkbox"/> Student Withdrawal (Enter One to One Plus Ticket)	ADPP
<input type="checkbox"/> Device Collection	<input type="checkbox"/> Approved
<input type="checkbox"/> ADPP Eligibility	<input type="checkbox"/> Denied

Inspection Checklist	
If device is damaged or power adapter/cord is damaged/missing, check all that apply.	
Exterior (closed shell): things to look for	Interior (open shell): things to look for
<input type="checkbox"/> Power Adapter & Cord – YCSD provided charger missing	Screen *
<input type="checkbox"/> Adapters – broken/cuts/exposed wires/damaged connectors	<input type="checkbox"/> Cracked/damaged
<input type="checkbox"/> Shell – cracked/cut/scratched/crushed, otherwise damaged	<input type="checkbox"/> Discolored/black when device is turned on
<input type="checkbox"/> Cosmetic Damage – stickers/adhesive/residue/markings	Power Button *
<input type="checkbox"/> Asset/Serial Number Tag(s)/Sticker(s) – damaged or removed	<input type="checkbox"/> Damaged/stuck/torn
<input type="checkbox"/> Screws – Missing <i>along underside</i> of case	<input type="checkbox"/> Device – DOES NOT turn on when pressed
Ports – On left and right sides of device	<input type="checkbox"/> LED – DOES NOT light up when turned on
<input type="checkbox"/> Power port damaged – bent/broken connectors/obstructions	<input type="checkbox"/> Keyboard * – Damaged including keys missing/damaged/ not working
<input type="checkbox"/> Power LED – DOES NOT light up when charger is inserted	Mousepad *
<input type="checkbox"/> USB-C – damaged – bent/broken connectors/obstructions	<input type="checkbox"/> Damaged with cuts/burns/tears/ dents/peels
<input type="checkbox"/> HDMI – damaged w/ bent/broken connectors/obstructions	<input type="checkbox"/> Cursor – DOES NOT move on the screen when the mousepad is used
<input type="checkbox"/> Headphone jack – damaged w/ bent/broken connectors/obstructions	<input type="checkbox"/> Left/right button (clicks) – DO NOT work
<input type="checkbox"/> SD Card – damaged/obstructed	
<input type="checkbox"/> USB – damaged/obstructed/bent	
<input type="checkbox"/> Ethernet – bent/broken connectors/obstructions	
ThinkPad 11e ONLY – ThinkPad 11e ONLY – ThinkPad 11e ONLY – ThinkPad 11e ONLY – ThinkPad 11e ONLY	
Light – Bottom right of top cover	Light – Right of Mousepad
<input type="checkbox"/> DOES NOT light up red when device is on	<input type="checkbox"/> DOES NOT light up red when device is on
<input type="checkbox"/> Damaged with cuts/burns/tears/punched out	<input type="checkbox"/> Damaged with cuts/burns/tears/ punched out

Parents, please note: All checked boxes above under *Inspection Checklist* indicate damage and/or loss and may be subject to one or more fees. For information, refer to YCSD 1:1 Technology Program Rights & Responsibility-of-Care (TPRRC). In accordance with the TPRRC, other charges may apply after evaluation by YCSD contractor, especially if device does not turn on is checked.

If this inspection is for purchase of the accidental damage protection plan (ADPP), items identified by asterisk (*) and indicated by checked boxes must be repaired for ADPP eligibility. All other damage indicated by checked boxes will be chargeable when the item is ultimately returned. If you want this other damage repaired at this time for an additional expense, please coordinate with your student's school.

Notes:

White Copy – Student	Yellow Copy – Device (retain for 3 years)	Pink Copy – School (retain for 3 years)
If not a 1:1 student assigned device, return white copy with yellow copy and device		