



The International High School @ LAGCC/CUNY

LAPTOPS TRACKING FORM FOR TEACHERS & STUDENTS

Technology Department, MB38 Phone: (718) 482-5450

Attention teachers: We are required to give this form by administration. Please fill out this form every time you use a laptop cart in your classroom and return it to MB38 when returning your equipment. Thank you.

Teacher's Name: _____		Today's Date: _____	
Period/Time: _____		# of laptops: _____	
	STUDENT'S NAME	LAPTOP#	COMMENT/CONDITION (indicate if any damages)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
For IT Department Use Only			
# of laptops out: _____		Authorized Signature: _____	
# of laptops in: _____		Authorized Signature: _____	
Comments (if any): _____			