

## Shelley School District 60 Technology Request

Please fill out the following Technology Request Form. Follow the directions for each question filling out as best as possible. Once this is filled out, please place in the School Administrator mailbox. Once this is received, the school administrator and the school technology staff member will review it to determine if this is a high priority or low priority and then if the task can be completed in a timely fashion.

**School work order is from:** (please check the box to the left for the appropriate school)

- Shelley High School
- Hobbs Middle School
- Stuart Elementary
- Riverview Elementary
- Sunrise Elementary

Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Room#: \_\_\_\_\_ Computer# or Location of computer: \_\_\_\_\_

Problem with Computer: (Please describe the problem you are having with the computer or request for what you need)

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Exact Error Message being received: (Please enter the error message as you see it on the screen below)

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Room#: \_\_\_\_\_ Computer# or Location of computer: \_\_\_\_\_

Problem with Computer: (Please describe the problem you are having with the computer or request for what you need)

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Exact Error Message being received: (Please enter the error message as you see it on the screen below)

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**DO NOT FILL OUT BELOW. ADMINISTRATIVE USE ONLY!!!**

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Administrator Initial \_\_\_\_\_

Reason if Denied: \_\_\_\_\_

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