

Southeast Collegiate Prep Academy



Entering with Purpose, Excelling by Performance, & Exiting Prepared

16683 Highway 125
Halifax, NC 27839
(252) 445-2027
www.halifax.k12.nc.us/se

Device Checkout Form

I _____ have checked out a technology device(s) from Southeast Collegiate Prep on _____ to work from home during the state mandated school closing. The laptop will be used for educational purposes only. I have signed a Technology Acceptable Use Agreement for the 2019-2020 school year. I am knowledgeable of HCS's technology use policy and agree to abide by it. I will return this item in the condition that I received it at the end of the specified period. I understand that there may be a charge for loss, stolen, or damaged laptop and accessories.

Device Description	SN or Fixed Asset #	Initials of Receipt

Student's Name

Date

Parent's Signature

Date

School Representative

Title

Date

Returned/Received by

Signature: _____
Parent/Guardian

Date: _____

Signature: _____
School Representative

Date: _____