GRAND RAPIDS
CHRISTIAN SCHOOLS

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GRCS Laptop Incident Report Form

Verbal notification of an incident should be made immediately to a Technology Coordinator or to the helpdesk. This written report should be submitted within 24 hours after the incident.

Name: _____

Address: _____ Phone #: _____

School: _____ Grade/Position: _____

Name of Parent/Guardian (if applicable): _____

GRCS Asset #: _____ Manufacturer Code: _____

Location of Incident: _____

Date of Incident: _____ Time: _____

Details of Incident (as specific as possible):

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Signature of person filing report: _____

Date of filing: _____