Please follow these directions to know what to do for your broken school device.

1. Fill out the half sheet of paper as completely as you can. It's very important that you include your name, date, contact information, and device asset number (located on the back of the machine). If you are not comfortable leaving your information here, please email it to Mrs. Johnston at sjohnston@pwschools.org)
2. Tape the half sheet to the top of the machine and carefully place it into the tub that is provided on the table.
3. Write student name, grade, date, and contact email on the paper that is left on the table as well (this will be photographed so a temp machine can be prepared - the actual broken machines will be enclosed for a while to allow any potential virus on them to die - we will use this list to gather the names we need for temporary machines).
4. Wait for us to contact you. A machine will be prepared for you to pick up on one of our food distribution days.

Student Name	Grade	Date	Contact email