

Steps for Submitting a Lost/Stolen Chromebook Replacement Request

If Stolen

- 1.) Inform admin and Damien of Stolen chromebook
- 2.) Parents complete [Police Report online](#) through West Sac PD and return AP Office
- 3.) Parents complete the [Insurance form](#) and submit to AP
- 4.) Once the previous steps are completed the student may be issued a new chromebook.

If Lost

- 1.) Inform admin and Damien of Stolen chromebookSite must create a
- 2.) Lost Chromebook will be disabled.
- 3.) Student will be issued a new Chromebook