



Letter of Damaged or Lost/Stolen Device (Printable) – School Year 2021-2022

As stated in the [Electronic Device Usage Agreement](#) and [Technology Repair & Replacements](#) documents, repair and replacement incidents have specific fees associated with them.

Date of Incident: _____

Student Name: _____

Damaged Device	Fee for Incident	Fee Charged to Student
First incident of damage	\$30.00	
Second incident of damage	\$60.00	
Third incident of damage	\$120.00	
Fourth incident of damage	Full replacement cost	
Chromebook Replacement	\$300.00	
Lost/Stolen – Device		
Lost Device	Full replacement cost	
Stolen Device	Notice: If the device was STOLEN – a Copy of the Police Report must accompany this form or the device will be treated as lost and a fee will incur.	
Accessories		
Lost or Damaged Case	\$25.00	
Lost or Damaged Charger	\$30.00	
	Total Amount due from Student	

Fees may be paid with a credit card or debit card through School Cash Online (the preferred method) at <https://frederickcounty.schoolcashionline.com/>. The fees may also be paid by check or cash at the school.

Once the fee is paid, we will issue a replacement device to your student.

We appreciate your support in emphasizing the proper handling and care of technology to prevent damage or loss in the future.

Please do not hesitate to call with questions or concerns.

Sincerely,