Mott/Regent High School

205 Dakota Ave.
Mott, ND 58646
Phone: (701) 824-2795 Fax: (701) 824-2249

Technology Work Request Form

Person Making Request: _____

Item Identification: Computer Name or Location: _____

Classroom: _____   Date of Request: _____

Type of Request – What do you need done

- o Install / Repair Hardware
- o Cleaning
- o Email Access
- o Virus / Antivirus
- o General Use of System
- o Printing
- o Install Software →→→→→→→→→→
- o I am not sure of the problem

Item Type

- o Computer – PC
- o Computer – Macintosh
- o Printer
- o TV / VCR
- o Software

Software Installation Information

Title: _____
- o School Software
- o Personnal Software
- o Download

Download Site: _____

General Description of Problem/Request (be as descriptive as possible)

Resolution/Repair Information – To be completed by technician

Technician: _____ _____   Date of Resolution: _____

Date filed with coordinator: _____

General notes about repair

Please put in Mrs. Greff's Mailbox in the Highschool.