

**Hewlett Packard Accidental Damage Protection Repair Form
Auburn Junior High School**

ADP will cover damage due to sudden and unforeseen accidental damage to the product, provided such damage was in the course of regular handling and use. Non-intentional liquid spills, drops and falls, electrical surge are covered; however, certain scenarios are not covered. Such as damage due to negligence, reckless, abusive, willful or intentional conduct associated with handling and use of the product. To successfully file an ADP the following information is required.

Incident must be reported within 30 days.

Please complete all information.

Student Name: _____

Asset Tag Number: _____

Description of problem: _____

1. Is there any physical damage to the device that requires replacement or repair?

Yes, such as:

- The screen is cracked
- The keyboard or mouse is broken
- The laptop's outside is sharp
- The laptop won't close
- The bottom of the laptop is bent or popping off

My laptop is not broken, and has no physical damage

2. Is there physical damage that was caused from an accident such as a drop, fall or fluid spill?

- Yes, the laptop was dropped.
- Yes, the laptop fell off of a desk, chair, table, etc.
- Yes, I accidentally spilled fluid on my laptop.
- N/A, there is no damage.

3. Did the incident happen intentionally?

- Yes
- No, it was an accident.
- N/A, there is no damage.

4. Were you engaged in academic activities when the accident happened?

(Examples: In class, walking in hallway to next class, at home doing homework, travelling to or from school.)

- Yes
- No
- N/A, there is no damage.

5. Clearly describe the student's activity when the accidental damage occurred. All descriptions must be detailed.

Student Signature

Parent Signature

Date