Device Inspection and Fees Procedures

- The device is inspected using the Device Inspection Form (DIF) for initial assignment of the device to a student and when a student returns a device. The DIF is retained by the Media Specialist after the student receives the device. The DIF is stored inside the device when inspected upon return.

- A K12 ticket is made for devices requiring repairs/services. Device is labeled with the ticket number and serial number of the device.

- Devices are picked up by a tech.

- Tech assesses damages and records any fees due on the Fee Tracker Slip and initializes the appropriate line on the back of the Fee Tracker Slip.

- Tech returns the device to the library with the Fee Tracker slip if there are fees.

- The Media Specialist enters the fee on the student's Alexandria account and initializes the appropriate line on the back of the Fee Tracker Slip.

- The Media Specialist delivers the Fee Tracker Slip to the school secretary.

- The secretary enters the amount due into the student's official school account and initializes the appropriate line on the back of the Fee Tracker Slip.

- The Fee Tracker Slip is retained in the office until the fee is paid in full.

- When the fees are paid in full, the secretary receives the money and removes the amount from the student's official school account.

- Secretary marks the Fee Tracker Slip as PAID, records the amount received, and initializes the appropriate line on the back of the Fee Tracker Slip.

- Secretary delivers the Fee Tracker Slip to the Media Specialist.

- Media Specialist removes the fee from the student's Alexandria account and initials the appropriate line on the back of the Fee Tracker Slip.

- The Media Specialist returns the Fee Tracker Slip to the student as proof of payment and removal of the fees from their account.