

SUMMER DEVICE REPAIR PROCESS

In order to have students ready for the start of the school year with a working device, we strongly encourage families to get devices fixed over the summer. Use [this document](#) to troubleshoot device before bringing it in for repair.

Students not enrolled in summer school

1. Students should utilize the [public troubleshooting page](#) to solve common problems
2. If a device is physically damaged and needs to be repaired, devices can be dropped off at Quail during the days/times listed below. Devices will be repaired on the spot if the repair is quick and staff are available to perform the repair. If unable to be repaired immediately, family will fill out a repair authorization form and form will be attached to the device along with a repair estimate. Parents will sign and keep a copy of the repair form for their records.
 - **Drop off location:** 809 Quail, Bldg 1 Room 121 Lakewood CO 80215
 - Monday, Friday 8am-12pm
 - Wednesday 8am-3pm
3. Once the device is repaired, IT will contact the family to pick up the device.
 - Note: Devices that are not picked up by the week of August 1st will be returned to the school of enrollment

