

Lexington Public Schools Computer Repair Request Form

In the interest of timeliness and to avoid paper waste, this information can be EMAILED as long as all the same information is included in your request. Please email jhale@lexington.k12.ok.us

Date: _____

Person Reporting Problem: _____

Location of Computer: Room # _____ Building: _____

1ST REQUEST

2ND REQUEST

URGENT*

*machine cannot operate without repair

Describe Problem in Detail

Please return this form to JEANETTE in the elementary for processing, or email jhale@lexington.k12.ok.us

Thank you!