

Wilbur School # 200 Technology Work Order Form

Please fill out the following work order and place it in Mr. Jantz's mailbox and he will address the issue within **48 hours** of receiving the work order. If the item requires work in a classroom or office Mr. Jantz will only work on the item(s) when teachers, students and office staff are not present. *If it is an issue with an Ipad(s) please place the devices with the Apple ID password written on a piece of paper in his mailbox with specific instructions on the issue or apps. to be pushed.*

Technology Issue: (Please describe the issue)

Location: _____

Date and Time Submitted: _____

Signature of Staff Requesting Support: _____

Solution: (Technology support solution)

Date and Time Completed: _____

Signature of Individual Completing Support: _____

Additional Comments: