

Equipment Inventory

	Yes	No	Number of Equipment	Brand/Model	Serial Number	Additional Comments
1. Does the Group Home have any district issued equipment on site? (if yes, fill out # of equipment, model, and serial #)						
a. If yes, is everything working? (Explain in comments section)						
b. Are students using equipment?						
c. If no, where is the equipment? (Explain in comments section)						
2. **Is the Group Home requesting that anything be picked up?						
** If YES, when is the best time and day?	Date: _____ Time: _____					
** If applicable, who is the best contact person?	Name: _____ Phone #: _____					
	Email: _____					
3. If anything is not working, what is the problem? (i.e. can't log in, error message, please explain)						
4. Is the Group Home in need of a printer? (We can supply printer, but not ink)						
General Technology Access Questions						
	Yes	No	Additional Comments			
1. Does the Group Home have one or more computers available for students?						
a. If yes, how often are students allowed to use the computer? (Explain in comments section)						
b. If applicable, what is the designated computer usage time (i.e. days/time, explain):						
2. Is there Word processing ability?						
3. Internet access?						
4. Printing ability?						
5. Does the Group Home provide working computers for students (non-district issued)?						

Completed by: _____

Date: _____