



Instructional Technology
Teacher Workorder Request



P.O. Box 871 / 207 N. Third
Kingsville, Texas 78363
Office: (361) 592-3387 x141
Fax: (361) 516-0278



** PLEASE PRINT ALL INFORMATION **
(Submit only one "Problem Type" per request page)
READ "Request Form Instructions" at bottom of page



(This is a Fillable Form - Click in a text box to type information or click on selection box to mark)

Teacher (LastName, FirstName):
Teacher Email: @kingsvilleisd.com Room #:
PROBLEM TYPE
[] Audio/Visual [] Desktop/Workstation [] Email [] Equipment Moving [] Grades (Excelsior)
[] Laptop [] Monitors [] Network Connectivity [] New Equipment Request [] Password
[] PDA [] Peripherals [] Printers [] Projector [] Scanner [] Smart Board
[] Software Application [] Virus [] Web Site [] Wireless Connection
SPECIFIC DETAILS/DESCRIPTION OF PROBLEM
COMPUTER INFORMATION
Model: Computer Name/KISD Tag #: C0
Model: Computer Name/KISD Tag #: C0
Model: Computer Name/KISD Tag #: C0
Model: Computer Name/KISD Tag #: C0
PERIPHERAL INFORMATION ([] PDA, [] Printer, [] Scanner, [] Projector, [] Smart Board)
Brand: Model: KISD Tag #: C0
REQUEST FORM INSTRUCTIONS
All teacher information, Problem Type and Description is required before submitting to campus secretary
Complete Computer and/or Peripheral Information pertaining to Problem Type
Email: Complete Computer Information on which Email is accessed
Peripheral: Complete Computer Information which device is attached and Peripheral Information
CAMPUS SECRETARY USE ONLY
Date submitted to Secretary: Date entered into IT Direct:

After Workorder has been submitted please have computer turned on every day so that the IT Department can have access to remote repair. Thanks!