|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TEACHER | CART # | ROOM NUMBER | DATE | SCHOOL |
|  |  |  |  | GLENN HILLS HIGH SCHOOL |

|  |  |  |
| --- | --- | --- |
| **PORT** | **SERIAL NUMBER OF DEVICE** | **STUDENT’S LAST NAME** |
| **CLASS 1** | **CLASS 2** | **CLASS 3** | **CLASS 4** | **CLASS 5** | **CLASS 6**  | **CLASS 7** |
| #1 |  |  |  |  |  |  |  |  |
| #2 |  |  |  |  |  |  |  |  |
| #3 |  |  |  |  |  |  |  |  |
| #4 |  |  |  |  |  |  |  |  |
| #5 |  |  |  |  |  |  |  |  |
| #6 |  |  |  |  |  |  |  |  |
| #7 |  |  |  |  |  |  |  |  |
| #8 |  |  |  |  |  |  |  |  |
| #9 |  |  |  |  |  |  |  |  |
| #10 |  |  |  |  |  |  |  |  |
| #11 |  |  |  |  |  |  |  |  |
| #12 |  |  |  |  |  |  |  |  |
| #13 |  |  |  |  |  |  |  |  |
| #14 |  |  |  |  |  |  |  |  |
| #15 |  |  |  |  |  |  |  |  |
| #16 |  |  |  |  |  |  |  |  |
| #17 |  |  |  |  |  |  |  |  |
| #18 |  |  |  |  |  |  |  |  |
| #19 |  |  |  |  |  |  |  |  |
| #20 |  |  |  |  |  |  |  |  |
| #21 |  |  |  |  |  |  |  |  |
| #22 |  |  |  |  |  |  |  |  |
| #23 |  |  |  |  |  |  |  |  |
| #24 |  |  |  |  |  |  |  |  |
| #25 |  |  |  |  |  |  |  |  |
| #26 |  |  |  |  |  |  |  |  |
| #27 |  |  |  |  |  |  |  |  |
| #28 |  |  |  |  |  |  |  |  |
| #29 |  |  |  |  |  |  |  |  |
| #30 |  |  |  |  |  |  |  |  |
| #30 |  |  |  |  |  |  |  |  |
| #31 |  |  |  |  |  |  |  |  |
| #32 |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| A cartoon of a mascot holding a sword  AI-generated content may be incorrect. | TEACHER RESPONSIBILITIES:* GET PERMISSION FROM ADMINISTRATION TO CHECK OUT A CART
* SIGN OUT THE CART IN THE LIBRARY MEDIA CENTER
* STUDENTS MUST BE ASSIGNED A DEVICE FOR EACH CLASS PERIOD (FILL IN LAST NAMES ABOVE)
* STUDENTS MUST TURN IN THEIR ASSIGNED DEVICE AT THE END OF EACH CLASS PERIOD (INDICATE THOSE WHO DO NOT ON THE BACK OF THIS FORM)
* CHECK FOR DAMAGES TO THE DEVICE BEFORE THE STUDENT PUTS IT BACK IN THE CART (LIST STUDENTS AND DAMAGES ON THE BACK OF THIS FORM)
* MAKE SURE ALL DEVICES ARE PLUGGED INTO THE CHARGERS IN THE CART
* GIVE THE LIBRARY MEDIA SPECIALIST THIS FORM WHEN YOU TURN IN YOUR CART
* PLUG THE CART INTO A POWER OUTLET WHEN YOU RETURN IT TO THE LIBRARY MEDIA CENTER
* SIGN IN THE CART IN THE LIBRARY MEDIA CENTER
 |