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# COTTON CENTER ISD

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Complete this request and email to [wcargill@cottoncenterisd.org](mailto:wcargill@cottoncenterisd.org) and a copy to [rjstone@cottoncenterisd.org](mailto:rjstone@cottoncenterisd.org). Form can be printed for your records.

## TECHNOLOGY WORK REQUEST

Date:

Requested by:

Room Number:

Machine:

Is this a problem with more than one machine: YES NO

If more than one machine is involved please explain in detail:

Error message if any:

What were you trying to do at the time of the error message?

If no Error message, please describe what your issue is:

What were you trying to do and what were the expected outcomes?

**This box for Wayne or Mr. Stone only.**

Date Received:

Date & time Addressed:

Description of Problem:

Follow-up needed

YES

NO

Description of Follow-up & time line:

Signature