

Copy of AAC Device/Case Breakage Form

* Indicates required question

1. Email *

2. Did Stephanie McAllister or Dawn Trotter provide you with the link for this specific occurrence your reporting? *

Mark only one oval.

☐ Yes *Skip to question 3*

☐ No

Please contact **Stephanie McAllister** and **Dawn Trotter** directly, as they are the designated individuals authorized to provide this link. The form should not be completed or submitted without prior approval from them.

AAC Device/Case Breakage Form

Device Issue Reporting

Complete this form for broken or inoperable communication devices (e.g., cracked screens, damaged cases, or screen protectors).

Use this form only after consulting with the student's SLP, the SLP has engaged in troubleshooting with IAT, and when directed to do so by the student's SLP and/or IAT. Both SLPs and staff may complete the form to share additional data as they choose.

Incident Details (If the damage occurred at home, ask the family to answer these questions)

Note: Typical replacement time for iPads is 1–2 weeks.

3. Student First Name as it appears on the IEP *

4. Student Last Name as it appears on the IEP *

5. School *

 Dropdown

Mark only one oval.

- ☐ Atholton ES
- ☐ Atholton HS
- ☐ Bellows Spring ES
- ☐ Bollman Bridge ES
- ☐ Bonnie Branch MS
- ☐ Bryant Woods ES
- ☐ Burleigh Manor MS
- ☐ Bushy Park ES
- ☐ Cedar Lane School
- ☐ Centennial HS
- ☐ Centennial Lane ES
- ☐ Clarksville ES
- ☐ Clarksville MS
- ☐ Clemens Crossing ES
- ☐ Cradlerock ES
- ☐ Dayton Oaks ES
- ☐ Deep Run ES
- ☐ Ducketts Lane ES
- ☐ Dunloggin MS
- ☐ Elkridge ES
- ☐ Elkridge Landing MS
- ☐ Ellicott Mills MS

- ☐ Folly Quarter MS
- ☐ Forest Ridge ES
- ☐ Fulton ES
- ☐ Glenelg HS
- ☐ Glenwood MS
- ☐ Gorman Crossing ES
- ☐ Guilford ES
- ☐ Guilford Park HS
- ☐ Hammond ES
- ☐ Hammond MS
- ☐ Hammond HS
- ☐ Hanover Hills ES
- ☐ Harpers Choice MS
- ☐ Hollifield Station ES
- ☐ Homewood Center
- ☐ Howard HS
- ☐ Ilchester ES
- ☐ Jeffers Hill ES
- ☐ Lake Elkhorn MS
- ☐ Laurel Woods ES
- ☐ Lime Kiln MS
- ☐ Lisbon ES
- ☐ Long Reach HS
- ☐ Longfellow ES/ RECC

- ☐ Manor Woods ES
- ☐ Manor Woods ITP Cluster
- ☐ Marriotts Ridge HS
- ☐ Mayfield Woods MS
- ☐ Mt. Hebron HS
- ☐ Mount View MS
- ☐ Murray Hill MS
- ☐ Northfield ES
- ☐ Oakland Mills HS
- ☐ Oakland Mills MS
- ☐ Patapsco MS
- ☐ Patuxent Valley MS
- ☐ Phelps Luck ES
- ☐ Pointers Run ES
- ☐ Reservoir HS
- ☐ River Hill HS
- ☐ Rockburn ES
- ☐ Running Brook ES
- ☐ St. John's Lane ES
- ☐ Stevens Forest ES
- ☐ Swansfield ES
- ☐ Talbott Springs ES
- ☐ Thomas Viaduct MS
- ☐ Thunder Hill ES

- ☐ Triadelphia Ridge ES
- ☐ Veterans ES
- ☐ Waterloo ES
- ☐ Waverly ES
- ☐ West Friendship ES
- ☐ Wilde Lake HS
- ☐ Wilde Lake MS
- ☐ Worthington ES
- ☐ Non-Public (please write non-public school below)

6. Non-public school

7. SLP Name *

8. SLP email address *

9. Case Manager Name *

10. Case Manager email *

11. What is broken/stolen? *

Mark only one oval.

☐

iPad

Skip to question 15

☐

Case/Screen Protector

Skip to question 12

☐

Stand

iPad/Case

12. Problem with AAC *

Check all that apply.

☐

damaged case

☐

cracked screen protector (gorilla glass)

☐

Stand

☐

Other:

13. Serial Number and/or Asset Tag Number *

14. Does the iPad have a home button? *

Mark only one oval.

☐

Yes

☐

No

Skip to question 21

Student Info

15. [Student's Active Directory Username](#) *

16. [Student's Password](#) *

17. Type of Device *

 Dropdown

Mark only one oval.

- ☐ iPad
- ☐ Accent
- ☐ ViaPro
- ☐ Tobii Eye Gaze

18. Name of Communication App/Software *

 Dropdown

Mark only one oval.

- ☐ TouchChat
- ☐ LAMP
- ☐ GoTalk
- ☐ Avaz AAC
- ☐ ProloQuo2Go
- ☐ TD Snap
- ☐ Unity
- ☐ Other

19. Are there any documented requirements in the IEP (ex. special case) needed for this iPad replacement? And what are those? *

20. Problem with AAC *

Check all that apply.

- ☐ cracked screen
- ☐ broken home buttons
- ☐ damaged charging ports
- ☐ lines across display
- ☐ Other:

Breakage, Lost or Theft Info

21. Please provide a brief description about how the breakage, lost or theft occurred *

22. Please provide a brief description about where the breakage, lost or theft occurred *

23. Please provide a brief description about **why** the breakage, lost or theft occurred *

24. Please provide a brief description about **when** the breakage, lost or theft occurred *

25. Please provide a brief description about **who was with the student** when the breakage, lost or theft occurred and/or who reported the breakage *

26. Comments
