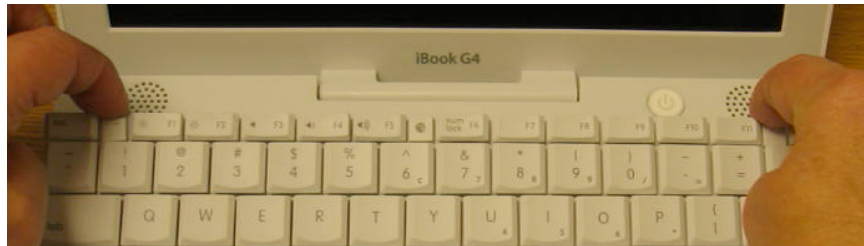


Homeroom Advisors: Please use the attached sheet to record the following information for each of your homeroom students (please record clearly and accurately:

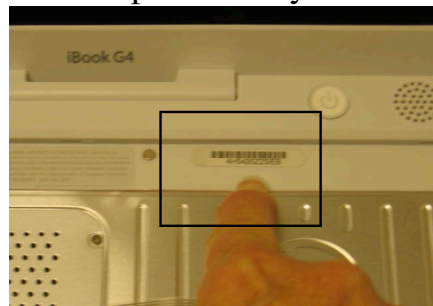
A. **Westside Tag Number**--which should be located on the underside of each laptop.



B. **Serial Number**--which is located under the laptop's keyboard.



1. Use your index fingers to pull the two tabs down toward you and carefully lift up the top of the keyboard.



2. Record the serial number found under the keyboard near the power button.
3. Pull the tabs down one more time as you put the keyboard back in its place.



Notes:

- Please complete this form and return it to me as soon as you can.

- Please get information on every student before turning in the sheet.
- If you feel uncomfortable with taking up and replacing the keyboards--come down to Tech Support and we will help you practice.

Thanks. Paul