FIX-IT TICKET

☐ **Infinite Campus** ☐ **Maintenance** ☐ **Techie Trouble** ☐ **Other**_____

Your Name:_____ Date:_____

Room: _____ Location of Issue:_____

Details:_____

-1 Fix It Per Page -Place ticket in the Fix-it Ticket Mailbox in Teacher's Lounge -If urgent, call the office

For Office/Completer Use

Date Entered/Delivered:_____ Assigned to:_____ By: ____

Resolution:_____

Resolved by:_____ Date:_____

-After completion, return form to the Fix-it Ticket Mailbox in Teacher's Lounge