



BUFFALO PUBLIC SCHOOL DISTRICT POLICY
REPORTING LOST OR STOLEN DISTRICT ISSUED LAPTOP OR TABLET

Please follow these steps to report your lost/stolen laptop or tablet:

1. Immediately notify your Supervisor/Principal
2. Report the incident to the Police and file a Police Report
3. Obtain a copy of the written Police Report
4. Complete a SchoolDude IT work ticket reporting the theft and attach a copy of the Police Report
 - a. Please specify these request fields as: Problem Type- Equipment, Purpose- Equipment Lost/Stolen

A replacement laptop or tablet will be requested after the steps above have been completed.

Contact the IT help desk if you have any questions with the IT ticketing process (716-816-3510)