



HARFORD COUNTY
PUBLIC SCHOOLS

Inspire • Prepare • Achieve

Sean W. Bulson, Ed.D., Superintendent of Schools
102 S. Hickory Avenue, Bel Air, Maryland 21014
Office: 410-838-7300 • www.hcps.org

Business Services

Deborah L. Judd, CPA
Assistant Superintendent for Business Services

Date: _____

Reference: Damage/loss HCPS Laptop/Chrome Book

Device number: _____

Student name: _____ Student ID: _____

Dear Parent/Guardian:

My office has received notice from _____ informing us that the above HCPS device, which was provided to your child, was lost or damaged while it was in their possession. In accordance with Board Policy 02-0050-000, you are responsible for payment to repair the damages or replace the device. Our records show that the Student Device Service Plan was not purchased for this device.

The amount due to HCPS for cost of repair or replacement:

- ☐ **\$36.00: Charger Replacement**
- ☐ **\$150.00: Repair**
- ☐ **\$300.00: Chromebook/Laptop Replacement**
- ☐ **\$399.00: iPad Replacement**
- ☐ **\$1,750.00: Dell 5550 Laptop Replacement**

Please send check or money order and a copy of this form within 30 days from the date of this letter.

- Include student name and student ID in the memo field of the check.
- Make check or money order payable to Harford County Public Schools.
- Mail to: Harford County Public Schools ATTN: Business Services, Billing
102 S. Hickory Avenue, Bel Air, MD 21014.

To discuss payment arrangements or questions, please email studentdevices@hcps.org.

Thank you.

Deborah L. Judd, CPA
Assistant Superintendent for Business Services