



Parent Child Development Corporation
 Electronic Device Sign-Out Form for Employees/Parents/Guardians-Virtual Use
 Revised: 08/02/2021

The equipment provided by Parent Child Development Corporation, PCDC, and is owned by PCDC. All issued equipment should be used as a virtual learning tool for the students within the Head Start Program and Early Head Start Program. Once the need for virtual learning ends, the equipment must be returned. The use of this equipment should strictly be limited for the student enrolled in the program and should only be used for educational purposes. By signing below, you agree:

- 1) Not to use the device for Netflix, Disney+, or any other data streaming services.
- 2) You will return it to Parent Child Development at the end of its need for virtual learning.
- 3) You will not damage or destroy the device, you will be responsible for the replacement cost.
- 4) You will sanitize the device in front of the office recipient to deter the spread of COVID.
- 5) I understand that I am responsible for use and care of the equipment listed, according to policies and procedures.
- 6) Failure to adhere to the above agreements will result in immediate deactivation.

ID#: _____ Program: _____ Location/Facility _____

Item Description: _____

Make: _____ Model: _____

Serial Number: _____ Condition: _____ (1=New, 2=Good, 3=Fair)

_____/_____
 Signature/Printed Name of Issuer Date of Issuance:

_____/_____
 Signature/Printed Name of Staff Date of Issuance:

_____/_____
 Signature/Printed Name of Recipient Date of Issuance:
 Circle One: Staff Parent Guardian

 Child Plus Updated:
 _____/_____
 Signature/Printed Name Date of Issuance:

Copy to Recipient File:
 Staff Final Recipient Employee File
 Parent/Guardian Issuance Parent File