

Management Information Services

Request for Technology Support

ALL REQUESTS SHOULD BE SENT IN AN E-MAIL SO THAT WE CAN TRACK THE REPAIR PROCESS

If you have a need for technology assistance at Copeland Middle School the first step to take to resolve the issue is to send an E-mail to either Karen Orlando or Erin Borino depending upon which of the two Ed Techs have coverage for your section of the building. If you are at Birchwood you would contact Joyce Schulze. At KDM you would contact Karen O'Donnell and if you are at DBO you would contact Hal Conover. If You are at Dwyer or Stony Brook your requests for support would go to: Hal Conover, Karen O'Donnell and to Joyce Schulze. If the problem requires further support the Ed Tech(s) will send your request to the MIS department with an explanation of what has been found and what has been done so far.

Here is the information that we will need regardless of the school where the problem occurs.

| School | Teacher Name | Room Number | Barcode |
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Description of the problem:

Additional Notes: