



Student Camera Checkout Request

Student Name _____

ID Number _____

If you are requesting to check out a camera for your MYP Personal Project, briefly describe your project.
If you are requesting to check out a camera for a different class project, identify the class and briefly describe the project.

Will you be removing the camera and accessories from school? Yes No

What is your plan to keep the camera secure in school and outside of school?
In school-

Outside of school-

Date when you need the camera: _____

For how long do you need the camera: _____

Signature and name of staff member who can verify the above information is consistent with the student's current Personal Project plans or other class project plans:

Staff (Printed) _____ Staff (Signature) _____



Student Camera Checkout Request

Parent Signature _____ Phone
number _____

I support this request and am aware my student will be responsible for the items they check out.

Mark which items you would like to check out.

Requested	Items Available	Checked Out <i>Item number + Initials</i>	Checked In <i>Initials</i>
	Digital Camera for Photos/Video <ul style="list-style-type: none"> ● Camera- 298 ● Bag- 25 ● Battery ● Cord ● Memory Card (32 GB)- 17 <i>Total Value \$340</i>		
	Digital Camera for Photos/Video with mic and 18-55mm lens <ul style="list-style-type: none"> ● Camera and -800 <ul style="list-style-type: none"> ○ Mic ○ 18-55 Lens ○ Bag ○ Battery ○ Cord ● Memory Card (32 GB)- 17 <i>Value \$817</i>		
	Additional Lens: 55-250mm <i>Value \$150</i>		
	Tripod <i>Value \$150</i>		
	USB Microphone on a stand (Blue Snowball) <i>Value \$62</i>		
	USB Microphone Podcast Kit <ul style="list-style-type: none"> ● Blue Snowball ● Small Mic on a stand ● Headphones <i>Value \$192</i>		

I understand that I am responsible for the items I have checked out and that I am expected to take care of them, secure them, and return them on time so that others may use them. I agree to inform the coordinator IMMEDIATELY if these are lost/stolen/damaged. This item may show up on my Media Center Checkout form and that I am responsible for them and/or the replacement cost.

Agreed upon return date: _____

Student (Printed): _____ **Student (Signature):** _____