Work Order Procedures

# Applies to any technology in your classroom:

If you experience any technology in your room that is either not working properly or not working at all, please use the applicable email addresses: Wilson Elementary – weswo@rcschools.net or John Colemon Elementary – jcswo@rcschools.net. Please include the following information:

1. In the **subject line**, please write: Work order for Rm # (and include you room number)
2. Explain with as much detail as possible what the problem is (and please let us know if you are talking about a teacher computer, student computer, printer, projector, etc.)
3. Tag number (if available)

Please do **NOT** send work orders to my email address!!! Follow up with the work order email if you happen to stop me or our tech in the hallway to let us know something is wrong.