

Protect our district's devices, reduce losses, and simplify end-of-year collections.



With thousands of devices assigned to students and staff, conducting a mid-year audit helps school districts reduce losses, ensure accountability, and simplify end-of-year collections. Use this checklist to guide your next audit.



Mid-Year Device Audit Checklist

Preparation

- ☐ Confirm audit dates and communicate to staff and students
- ☐ Identify device groups by grade, location, or staff role.
- ☐ Set up audit in your asset management systems or export current device assignments.

Audit Process

- ☐ Collect or inspect devices for in-person verification or classroom checks.
- ☐ Confirm each device's serial number matches the assigned user.
- ☐ Check physical condition (screen, keyboard, casing).
- ☐ Confirm accessories (charger, case, stylus) are present.
- ☐ Record damages, lost devices, or discrepancies in the system.

Follow-Up

- ☐ Notify staff and students of missing devices.
- ☐ Create tickets for repair/replacement as needed.
- ☐ Update asset records and adjust assignments.
- ☐ Review audit results with district leadership.
- ☐ Document lessons learned for future audits.