

CURRICULUM SOFTWARE REQUEST FORM

Each step must be completed in its entirety before software can be acquired.

In accordance to Board Policy IIBG

Step #1 Requestor to complete and send to IT Services (MHS-E campus)	<p>General Information for Software Request Date: _____</p> <p>Person(s) making request: _____</p> <p>Purchase Cost of Software: \$ _____</p> <p>Building: _____ Room #: _____</p> <p>Software: Title: _____</p> <p> Website address for software manufacturer: _____</p> <p> Vendor: _____</p> <p> Address: _____</p> <p>You are requesting software for (check one):</p> <p><input type="checkbox"/> Teacher machine only <input type="checkbox"/> Teacher and student machine only <input type="checkbox"/> Student machine only</p> <p><input type="checkbox"/> Specific classroom (Room# _____) <input type="checkbox"/> Building wide <input type="checkbox"/> District-wide</p> <p>How many computers total? _____</p> <p>Curriculum Integration Plan for Software</p> <p>Intended User Subject: _____ Grade Level: _____</p> <p>Answer the following questions on the back of this form:</p> <ol style="list-style-type: none"> 1. What objectives does this software support? 2. How will this software be used to teach the objectives? 3. How will it impact student learning? <p>District/Building Administrator Signature: _____ Date: _____</p> <p>District/Building Account Number: _____</p>
Step #2 IT Services to complete and return to Teaching and Learning or requestor	<p>Evaluation by IT Services and Network Administrator</p> <p>Date received in IT Dept: _____</p> <p><input type="checkbox"/> Yes, district equipment will operate the software requested. Type of license: <input type="checkbox"/> Server based <input type="checkbox"/> Local install</p> <p><input type="checkbox"/> Purchase of this software is not recommended because:</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> Additional Hardware required: _____ (attach additional information if needed)</p> <p>Estimated Cost: \$ _____</p> <p>Software Upgrades Needed? _____</p> <p>Signature of Network Administrator: _____</p> <p>Date: _____</p> <p>**IT Service will send back to District/Building Administrator if Additional Hardware is needed and if the cost increases for final approval. District/Building Administrator will then send to Teaching and Learning for final approval before ordering.</p>
Step #3: Teaching and Learning to complete and return to IT Services	<p>Teaching and Learning Approval Process</p> <p>Date received in T&L Dept: _____</p> <p><input type="checkbox"/> Software Purchase is Approved:</p> <p><input type="checkbox"/> Software Purchase Not Approved:</p> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>Signature of Teaching and Learning Administrator: _____ Date: _____</p> <p>**IT Services will purchase if approved and prepare timeline for software installation.</p>