

Instructional Software/Web-Based Programs Review
(Form to be used to adopt new instructional software/web-bases materials)

If the new instructional materials request includes software/web-based programs, it must be pre-approved by the district Information Technology Department BEFORE you proceed with other adoption requirements. Please answer the questions below:

The adoption of software can have implication for other users of a network, as well as support needs. Software/Web-Based Programs **MUST** be compatible with the desktop management program.

Name of Software:

Name of Manufacturer (i.e., address, phone #, Fax #, contact person):

Who Will Use the Software?

Description of Installation Requirements, (timeline), Training, and Support Costs (initial and ongoing):

Please Attach Description of Minimum System/Network Requirements (memory, etc.)

Required Signatures:
 Staff Member Making Request: _____ Date _____
 Building Education
 Technology Representative: _____ Date _____
 Principal _____ Date _____

APPROVAL **YES** _____ **NO** _____

Reason for nonapproval: _____

Information Technology Department

_____ **Date** _____

Signature

Send this form to: Associate Superintendent, C/O Curriculum Department, Administration Center.