

## Fraser Public Schools

### Software Approval Process

- 1) Determine that:
  - a) The software enhances, reinforces and aligns with the GLCE/CCE as identified in the District curriculum, or departmental goals and core business practice (non-instructional)
  - b) There is a need for the software. Please review current software that has been approved for this application.
- 2) Complete Section 1 of Software Request Form.
  - a) Obtain appropriate signatures. Building requests require building administrator's signature before going further. Non-Instructional requests require the signature of the supervising administrator.
  - b) Administrator submits the request to the Assistant Superintendent for Instruction.
- 3) The Assistant Superintendent will forward the request to the Technology Department within 10 school days to complete a technological evaluation of the software which may take up to 15 school days.
- 4) The Director of Educational Technology and Information Systems will return the Software Request Form to the Assistant Superintendent who has signed off in Section 1.
- 5) If the software is not approved, the Assistant Superintendent will follow-up with appropriate parties to address issues/concerns and to determine next steps
- 6) If the software is approved, technology services will return a copy of the form to the original requester and Assistant Superintendent to coordinate the following:
  - a) Submit any necessary work orders including installation locations.
  - b) Process purchase orders
  - c) Plan appropriate professional development
- 7) When approved software is received, the software will be forwarded to the Technology Department where the installation package will be created and tested. This may take up to 20 school days.
- 8) Deployment will be completed.
- 9) Professional development, if necessary, may begin.

***Educational software requests can be submitted at any time during the school year; however, the Software Request Form must be submitted by March 1 in order for the installation to be completed by the beginning of the following school year. Exceptions to the timeline must be approved by the Assistant Superintendent for Instruction. The Software Request Form must still be completed. Non-Instructional software requests must establish an installation timeline with Technology Department, prior to the purchase of the software.***

Software should not be purchased until this form is returned to requester with approval from Director of Educational Technology and Information Systems

SECTION 1 (See Procedures for Software Request before completing this form.) Complete all fields that apply to your request.

Requester's Name \_\_\_\_\_ Date: \_\_\_\_\_ Department/ Building: \_\_\_\_\_

Curriculum: \_\_\_\_\_ Grade Level(s): \_\_\_\_\_

Software Title: \_\_\_\_\_ Publisher: \_\_\_\_\_

Web-based Software: \_\_\_\_\_ Textbook Related Software: \_\_\_\_\_ Supplemental Software: \_\_\_\_\_ Replacement Software: \_\_\_\_\_

Vendor Contact Information: \_\_\_\_\_ Mac /iPad Version Available: \_\_\_\_\_

Cost: Annual Subscription: \$ \_\_\_\_\_ Site License / Network version: \$ \_\_\_\_\_ Other: \$ \_\_\_\_\_

Quantity for staff: \_\_\_\_\_ Quantity for students: \_\_\_\_\_ (Attach any additional pricing information if necessary).

Funding Source: \_\_\_\_\_ Building: \_\_\_\_\_ District: \_\_\_\_\_

Describe how the software enhances, reinforces and aligns with the GLCE/CCE as identified in the district curriculum: (attach additional typed pages or literature, if needed)

\_\_\_\_\_  
\_\_\_\_\_

Explain why this software is needed (ie: student needs, replacement of existing software, change in business process or practice, work flow improvement, etc):

\_\_\_\_\_  
\_\_\_\_\_

List comparable software that was considered:

\_\_\_\_\_  
\_\_\_\_\_

Reviewed and supported by:

Principal (if building request): \_\_\_\_\_ Date: \_\_\_\_\_

Media Specialist (curriculum): \_\_\_\_\_ Date: \_\_\_\_\_

Dept. Manager (non-curriculum): \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by:

Assistant Superintendent: \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Date: \_\_\_\_\_

**Fraser Public Schools**

**Software Request Form**

**SECTION 2 TO BE COMPLETED BY TECHNOLOGY DEPARTMENT**

*(A copy will be returned to the requestor)*

Date Received: \_\_\_\_\_

Hardware/Network Requirements:

Please list all District hardware and network requirements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is there any additional hardware that will be needed? If so, please list including cost: \_\_\_\_\_

\_\_\_\_\_

Reviewed and supported by:

District Technician(s), level \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed by:

Director of Educational Technology and Information Systems \_\_\_\_\_

Approved \_\_\_\_\_

Date \_\_\_\_\_

Not Approved \_\_\_\_\_

Date \_\_\_\_\_

Needs Further Discussion \_\_\_\_\_

Date \_\_\_\_\_

Comments/Concerns:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FOR TECHNOLOGY USE ONLY**

Software Request Form # \_\_\_\_\_

Application Installation (AI) Package name: \_\_\_\_\_

Scheduled deployment date(s): \_\_\_\_\_