

Administrative Regulation 801.23
Appendix X
Software Request Form

Per Administrative Regulation 801.23, an employee seeking approval for the purchase of new software, including web-based and mobile device applications, must submit this request form. Forms must be received by the 1st of each month in order to be evaluated during that month. Any form received after the deadline will be reviewed the following month.

Note: Any software that does not meet the minimum district standard for PC and Mac will not be considered (OSX or higher no longer meets the minimum standard). Software and other technology components **MUST** be Macintosh compatible for OS 10.5 or higher.

Please send this form and any supporting documentation to:

Cathleen Edwards
IT/LMS Coordinator
Department of Teaching & Learning
Cathleen.Edwards@k12northstar.org
(907) 452-2000, ext. 11428

Name of Requesting Employee:

Location/School:

Position:

Software Title:

Version:

Operating System/Mobile Device:

Publisher:

Website URL:

Content Area:

How will this software be used? How will it impact student learning and/or fill a need that other approved software does not?

If this software product is to be used by a group of people, (teachers, students, other staff) at the same time through the network (e.g. Plato), who will be in charge of coordinating/managing the software? (Adding staff logins/passwords, managing student information, etc.)

What type and length of training is needed to become proficient with this software?

Who will provide the training?

What grade level expectations/ content standards are addressed by this software?

How does this software support the district's adopted curriculum?

What is the academic rationale for using this software?

of Licenses required:

Cost per license:

Total Cost:

Funding source:

Teacher/Requester's Signature: _____ (date)

(Print Name)

Principal/Supervisor's Signature: _____ (date)

(Print Name)

For Network Services Use only:

Operating System: _____

Meets District Standard Yes No

Processor: _____

Meets District Standard Yes No

Ram: _____

Meets District Standard Yes No

Space: _____

Meets District Standard Yes No

Bandwidth requirements:

Committee Approval: Yes No

Comments: