



### TECHNOLOGY RESOURCE REQUEST FORM

**Section I** (to be completed by the teacher or staff member):

Teacher/Staff name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Software title: \_\_\_\_\_ School: \_\_\_\_\_  
 Copyright year: \_\_\_\_\_ Publisher: \_\_\_\_\_  
 Course/Grade level for use: \_\_\_\_\_ Web site: \_\_\_\_\_  
 Cost of the software: \_\_\_\_\_

Have you tried a demo version of the software?  Yes  No  
 How will this software be used to improve student learning? \_\_\_\_\_



**Section II** (to be completed by the site technology specialist):

Required operating system: \_\_\_\_\_  
 Memory requirements (RAM): \_\_\_\_\_

Is the software Web-based:  Yes  No Bandwidth requirements: \_\_\_\_\_  
 Does it require specific browser:  Yes  No If yes, which browser: \_\_\_\_\_  
 Is the program networked:  Yes  No  
 Network space required for installation: \_\_\_\_\_  
 The purchase and installation of this software will require the following additional infrastructure:  
 Network drops  Electrical outlets  Additional server  
 Equipment installation  Other Please specify: \_\_\_\_\_  
 Cost of providing additional infrastructure: \_\_\_\_\_

\_\_\_\_\_  
 School technology contact's signature Date



**Section III** (to be completed by the principal):

Staff development is the key to the success of any new software project. What is the school's plan for providing the necessary training? \_\_\_\_\_

- The software requested has been reviewed and is **APPROVED** for purchase.
- The software requested has been reviewed and **IS NOT APPROVED** for purchase.

\_\_\_\_\_  
 Principal's signature Date



**Section IV** (to be completed by technology services):

- The system will run the software with no additional services from TSC. Request has been approved.
- System upgrades will need to occur prior to installation of this product. Pending upgrades, request is approved
- The current system will not run this software. Request is not approved.

Additional comments: \_\_\_\_\_

\_\_\_\_\_  
 Technology director's signature Date