

CCSU SOFTWARE REQUEST FORM

Overview: The intention of this document is to create a path that will enable us to quickly and clearly respond to the software needs of the Supervisory Union. Any staff member may use this document. All software requests must be approved by the Executive Director of Technology or her/ his Designee.

Approval Status:

Yes _____ Date _____
Signature: Principal

Yes _____ Date _____
Signature: Executive Director of Technology

TBD Please complete the following information requests (Complete after previewing demo/software).

Conference with committee requested.

Other: _____

No Reason(s): _____

Your Name: _____ Date: _____

Your School(s): Hiawatha, Summit, Fleming, ADL, EHS, CTE, Westford

For use in Grade(s): _____

Purpose: How will this software support the integration of technology into your curriculum to enhance both teaching and learning? _____

1. How does this software align with your schools action plan ([link](#))?

2. How does this software align with the CCSU Technology Plan?

3. Please check if this is a request to **demo** or to **purchase**?

4. Demo request: All software should be previewed before purchase.

Preview may be open to other grades/staff.

Please request demo for me

I have already seen a demo

5. Company name: _____

Phone #: _____

6. Software Title: _____

7. Grade level(s) Per Manufacturer: PreK/K 1 2 3 4 5 6 7 8 9 10 11 12

8. Curriculum area(s) of application: _____

9. Power standards and indicators addressed by this software: _____

10. Prior success: Have you experienced success with an earlier version or a similar program? Yes No

11. What do other Schools/Districts use? _____

12. How did you learn about this program? _____

13. Promotion of Equity: Does this program support equity (gender, bias free, universal access etc)?

Yes

No

Don't know yet

14. Hardware compatibility: Attach hardware/software requirements from catalogue or Internet. Attach notations from conversation with IT Network Administrator.

15. Is the program web based? Yes No

16. Pricing information: (fill out or attach copy from catalogue):

- Single user: \$ _____
- Lab pack: \$ _____
- Network: \$ _____
- Yearly Fee: \$ _____