

Supplemental Resources and Instructional Technology Request Form

For all supplemental resources or instructional technologies (software/online access), fill out this form and submit it to your building administrator.

Section 1: Resource Details (to be completed by Requestor)	
Product	Name: Publisher/Manufacturer: Website:
Product Contact Information (if applicable)	Name: Email: Phone:
Scope of Use	Program/Department: Grade Level(s): Content Area(s):
Requestor	Name: School/Location: Email: Phone/Extension:
Who needs to be notified when this resource is approved or denied?	
Purchasing	Cost and/or Licensing: Annual Recurring Cost: Building/Program Code:
Submitted	Date:

Section 2: Scope of Use *(to be completed by Requestor)*

How will this resource support CORE curriculum and ensure higher levels of content mastery?

Rationale for why/how this resource was selected to enhance CORE curriculum and mastery of standards. (provide quantitative data to support your rationale)

Will all members in the PLC have access and utilize this resource?

If this resource is augmenting CORE curriculum, what components/lessons would be eliminated from the curriculum in place of this resource?

How is student growth evaluated from the use of this resource? (data)

Section 3: Instructional Software/Online Resources Only *(to be completed by Requestor)*

Does the technology create opportunities for students to learn outside of their typical school day (off campus)?

Is the resource COPPA compliant? (paste policy here if provided by the site)	
Does the resource require students to have email addresses?	
What information is needed for students to be rostered in the resource?	
How are student accounts created and how are students granted access to the resource?	
Does the resource utilize video? If so, what media player is needed?	
Who would be the site/department administrator for the setup and maintenance of the resource?	
Is any additional hardware needed?	

Section 4: Approval <i>(to be completed by administration)</i>	
Building Administrator	
Executive Director of Learning	
Director of Innovation and Information Services	