

## **Instructional Software Approval Form**

**Requests for the District to purchase instructional software and include the software in the curriculum requires administrative review and approval.**

**Complete this section of the form and submit it to the Building Principal.**

Name of the Software Program:

Affiliation:

Publisher/Vendor:

Course & Grade:

**Purpose:** Explain how this instructional software will be used with students (core instruction, supplemental instruction, special populations).

**Selection Process:** Describe the need for this instructional software (alignment to curriculum/PA standards, antiquated resources in use, accommodate and/or differentiate for students, change in course goals/objectives, etc.). Describe how this instructional software was selected (teacher review process, full or limited pilot with students, consultation with other teaching professionals, etc.) Include all related software and apps already available in the district.

**Number Requested:** List the number of student and teacher licenses to be purchased for the upcoming school year. This should equal the number of students who will be enrolled in the course for the following year.

**On-going Purchases:** Describe the type of instructional software (annual renewal licenses, site licenses, etc.). List the on-going escalation costs associated with the software licenses.

-----**Building Principal**-----

<b>Instructional Criteria</b>	<b>Exceeds Expectations</b>	<b>Meets Expectations</b>	<b>Falls Below Expectations</b>
<b>Organization</b>			
The software interface is user-friendly for students. It includes directions that are grade and age appropriate.			
The software content that supports the subject area's goals for learning.			
<b>Structure</b>			
The software provides tiered access for student users, parents, teachers, and administrators.			
The software user agreement subscribes to the District's policy regarding the security of individual and identifiable student information.			

<b>Budget Criteria</b>	<b>Yes</b>	<b>No</b>
<b>Budget</b>		
The software can be purchased this school year.		
The software purchase will be added to subsequent year's budgeting.		

Comments:

Building Principal \_\_\_\_\_ Date:

-----**Assistant Superintendent**-----

The Curriculum Coordinator agrees with the assessment made by the building principal and approves this for review under the Supervisor of Technology.

Comments:

Assistant Superintendent: \_\_\_\_\_ Date:

-----Supervisor of Technology-----

Technology Criteria	Yes	No
<b>Technology Support</b>		
The software is compatible with the District's devices.		
The software is web-based and can functionally operate using current bandwidth.		
The software requires installation on servers or local devices.		
The software can be managed by District technology personnel.		
The software requires the installation of add-ins or other software to operate.		
The software requires the purchase of additional hardware to operate.		

Budget Criteria	Yes	No
<b>Budget</b>		
The software can be purchased this school year.		
The software purchase will be added to subsequent year's budgeting.		
The software requires School Board approval.		

Comments:

Year:

Cost:

On-going Cost:

Technology Supervisor: \_\_\_\_\_ Date: