

Technology Request Process

A completed Technology Request Form must be submitted to your building principal and the IT Department **prior to the purchase of new technology or the application for technology grant funding**. The technology request process has two phases.

Phase 1: Technology Request Form Submission

Using the attached form, complete sections A – E

- **Section A – Teacher Information:** Complete all teacher information
- **Section B – Funding:** The funding required to fulfill a technology request may be from an internal district budget or from an external granting organization. Please provide information regarding the source of funding for the request.
- **Section C – Curriculum & Technology Integration:** Please provide an explanation of how this request will impact your classroom instruction and students.
- **Section D – Item(s) Requesting:** Complete the quantity, description and cost (if available) information for the item(s) being requested.
- **Section E – Principal Approval:** Submit the completed form to your principal for review and signature.

Phase 2: Submission and Review of the Request

Once you have completed all sections of the technology request and it has been signed by your building principal it should be submitted to the IT Department. Your request will be reviewed and you will be notified whether or not it has been approved. You may be contacted during the review process in order to gather more information. Likewise, when necessary, input from other administrative departments may be gathered during the review process.

TECHNOLOGY REQUEST FORM

Section A: Teacher Information

Name: _____ Department _____
Building: _____ Room: _____ Phone: _____

Section B: Funding (either district funded OR grant funded)

Account #: _____

- District budget
- Building budget
- Department budget

OR

Grant source: _____

Contact name: _____

Contact email: _____

Amount: _____

Deadline: ____/____/____

Section C: Curriculum & Technology Integration (if necessary, please attach additional pages)

How will the integration of this technology create authentic and compelling learning experiences for your students?

What professional development opportunities (past or forthcoming) have prepared you for the use of the requested technology in a manner as described above?

Section D: Item(s) Requesting

QTY	ITEM DESCRIPTION	COST

Approved Denied

Comments: _____

Section E: Principal Approval

Principal: _____

Date: _____

Reviewed By: _____

Date: _____