*Please read this information prior to completing the form on the next page.*

**Request Form for Approval of**

**Instructional Software and Online Resources**

The purpose of this process is to uphold [Federal Way Public School Board Policy No. 2018](https://resources.finalsite.net/images/v1685006219/fwpsorg/illsjg7ylc3qfz8kf8s2/2018Adopted1011221.pdf) governing Instructional Materials: “In accordance with RCW 28A.320.230 and District Board Policy EL – 13, the District School Board is to approve instructional materials and textbooks.” This process ensures Federal Way Public School scholars access high-quality digital resources that complement approved core curriculum. This process also safeguards educators by verifying resource alignment to laws and support.

Individual buildings/programs may propose purchasing and utilizing digital materials (including free digital materials) that supplement the district’s board approved curriculum.

**WHEN IS THE FULL INSTRUCTIONAL MATERIALS COMMITTEE PROCESS NECESSARY?**

* + Whole class, Small/Skill group, or individual student use supplementing the district adopted materials
	+ When students will be assessed on the material for grading purposes
	+ For after school interventions (ie. Math, ELA, ML, etc.)

**WHEN IS Only THE SOFTWARE/ONLINE RESOURCE COMPATIBILITY VERFICATION FORM Necessary?**

* Any current Instructional Materials Committee approved software/online resource needing to be upgraded
* Solely used by the teacher for planning purposes, such as a lesson plan software
* Solely used for a Before or After School program that is not tied to a course or standards-based curriculum
* Solely used as a Formative Assessment tool
* Any software/online resource that will be used to create only. *(i.e. Adobe Express, Kahoot, Canva, WeVideo, etc.)*
* TFL curriculum guide writing team integrates a software or online resource within a lesson that ties to standard
* Hardware that is necessary for approved/under-review software to function properly

**What are next steps in the process**: ***(Federal Way Public Schools certificated instructional staff members only)***

* + Please fill out and submit the Software/Online Resource Compatibility Verification form as described on the IMC website
	+ Complete the rest of the directed steps in the IMC process
		- *The software/online resource approval process will take between 2-4 weeks and a review of existing tools to match your need will also take place*

|  |
| --- |
| **Request Form for Approval of Software/Online Resource** |
|  To ensure that a software or online resource will be successful on our current network and computer systems, a review of it needs to be done by Information Tech Services and Instructional Technology prior to any approval.  |
| Date Submitted:  |  |
| School Site: |  |
| Content/Subject Area: |  |
| Grade Level: | Elementary, grades \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Middle School, grades \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ High School, grades \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Contact Person: |  |
| Room (Describe which computers or computer labs you plan to use for this field test.) |  |
| Phone #: |  |
| Email Address: |  |
| Software/Online Resource Name: |  |
| Location of Software/Online Resource (URL, CD, etc.): |  |
| Creator/Publisher: |  |
| Other Authors: |  |
| Copyright Date: |  |
| Software/Online Resource Technology need: | * Server Based: Must be installed on district servers
* Computer Based: Must be installed on local computers
* Web Based: Must be accessed via the internet
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| 1. How the resource will be used?
2. What is missing from other available curriculum?
3. What is the Gap it will fill?
 | *Please write responses to the 3 questions here:*1.2.3. |
| Reviewer Final Approval Decision  |
| Requested Approval Outcome: Approved Not Approved |