Marple Newtown School District
38 Media Line Road, Suite 206
Newtown Square, PA 19073
Christopher E. Lee, Director of Network Infrastructure
610.359.4212 clee@mnsd.org

Software Request Form Procedures

For Teachers

1. Complete section 1 of the Software Request Routing Form
2. Complete the entire Software Request Evaluation Form
3. Forward both the Software Request Routing and Software Request Evaluation Forms to the building Principal for review and approval\denial

For Principals

1. Review both the Software Request Routing and Software Request Evaluation Forms
   a. If approved, complete section 2 of the Software Request Routing form and forward both the Software Request Routing and Software Request Evaluation Forms to the appropriate Curriculum Supervisor for review and approval\denial
   b. If denied, complete section 2 of the Software Request Routing form and return to teacher

For Curriculum Supervisors

1. Review both the Software Request Routing and Software Request Evaluation Forms
   a. If approved, complete section 3 of the Software Request Routing form and forward both the Software Request Routing and Software Request Evaluation Forms to the Director of Technology for review and approval\denial
   b. If denied, complete section 2 of the Software Request Routing form and return to teacher