

**Instructional Software/Web-Based Programs Review**  
*(Form to be used to adopt new instructional software/web-bases materials)*

**If the new instructional materials request includes software/web-based programs, it must be pre-approved by the district Information Technology Department BEFORE you proceed with other adoption requirements. Please answer the questions below:**

The adoption of software can have implications for other users of a network, as well as support needs. Software/Web-Based Programs **MUST** be compatible with the desktop management program.

Name of Software:

Name of Manufacturer (i.e., address, phone #, Fax #, contact person):

Who Will Use the Software?

Description of Installation Requirements (timeline), Training, and Support Costs (initial and ongoing):

***Please Attach the Description of Minimum System/Network Requirements (memory, etc.)***

**Required Signatures:**  
 Staff Member Making Request: \_\_\_\_\_ Date \_\_\_\_\_  
 Building Education  
 Technology Representative: \_\_\_\_\_ Date \_\_\_\_\_  
 Principal \_\_\_\_\_ Date \_\_\_\_\_

***APPROVAL***      ***YES*** \_\_\_\_\_      ***NO*** \_\_\_\_\_

***Reason for nonapproval:*** \_\_\_\_\_

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***Information Technology Department***

\_\_\_\_\_ ***Signature***      ***Date*** \_\_\_\_\_

Send this form to: Associate Superintendent, C/O Curriculum Department, Administration Center.