



HCS Software/Digital Resource Request Form

Name:	Date:
School:	Software Title:
Vendor:	Grade Level(s):
Content Area:	

Provide a brief description of the software including the instructional purpose.

Cost	Funding Source	Associated Costs and Services	Subscription Type
Cost Per License: Estimated Total Cost: If Piloting, please indicate agreement terms including free or reduced rate and time-frame:	Funding Source: Is it related to Title I, grant, or project?	Training/Professional Development costs (initial or continuous): Type of training Check all that apply and indicate quantity/duration: <input type="checkbox"/> Onsite <input type="checkbox"/> Webinar <input type="checkbox"/> Online Tutorial <input type="checkbox"/> N/A	<input type="checkbox"/> Free <input type="checkbox"/> Annual <input type="checkbox"/> One Time Fee

Please check the appropriate item regarding your software/digital resource request

Choose the type of software:		
<input type="checkbox"/> Drill and Practice	<input type="checkbox"/> Tutorial	<input type="checkbox"/> Simulation
<input type="checkbox"/> Reference/Information	<input type="checkbox"/> Tool	<input type="checkbox"/> Other

Intended Use		
<input type="checkbox"/> Whole Group Instruction	<input type="checkbox"/> Small Group	<input type="checkbox"/> Individualized
<input type="checkbox"/> Core	<input type="checkbox"/> Remediation	<input type="checkbox"/> Enrichment

System Requirements:				
<input type="checkbox"/> Windows	<input type="checkbox"/> iOS/app	<input type="checkbox"/> Mac	<input type="checkbox"/> Web Browser	<input type="checkbox"/> Requires being installed locally

License			
<input type="checkbox"/> Single license	<input type="checkbox"/> School Based	<input type="checkbox"/> District Based	___#of Licenses

HCS Software/Digital Resource Request Criteria

Complete the HCS Software/Digital Resource Request Criteria below

CURRICULUM AND INSTRUCTION	Yes	No	N/A	Comment
Does the software solution:				
Align with SC State Standards for the appropriate grade level(s) and content area(s)				
Align with HCS district strategic goals				
Align with school-based improvement goals				
Support the teacher with designing meaningful tasks or learning experiences that facilitate student growth				
Support differentiated instruction and personalized learning				
Have assessment features built in to measure student learning				
Have reporting features built-in that provide teachers with constructive feedback to refine instructional practice				

Allow learners to regularly receive formative feedback on learning and performance				
ENGAGEMENT Does the software solution:	Yes	No	N/A	Comment
Enhance engagement through targeted tasks that are complex and unconceivable through other means.				
Captivate students and facilitate cognitive and behavioral engagement				
Engage students through multiple learning modalities				
Allow students to track their own progress				
Allow students to do more producing than consuming of content				
Facilitate learners to exercise higher-order thinking skills				
FUNCTIONALITY Does the software solution:	Yes	No	N/A	Comment
Appear to be user-friendly, intuitively designed, easy to navigate, and customize.				
Accommodate any size class with the flexibility to create sub-groups for personalization				
Well organized content and the instructions are easy to understand and follow				
Allow users to communicate through various media (Audio, visual, text)				
Support ease of use with current operating system and/or web browser available on HCS PDL Devices				
Need additional software or extensions downloaded				
Allow for access through an app or via a web browser, regardless of the mobile operating system or device				
ACCESSIBILITY Does the software solution:	Yes	No	N/A	Comment
Have accessibility features available (Example: text to speech)				

Address the needs of diverse users, their various literacies, and the capability for students to broaden their opportunities for participation in learning				
Require specialized equipment				
Support content availability in other languages				
USAGE AND ACCOUNT SETUP Does the software solution:	Yes	No	N/A	Comment
Support compatibility with Clever				
Require the creation of outside accounts				
Allow users to maintain ownership and copyright of their intellectual property/data. The user can keep data private and decide how data may be shared.				
Allow users to archive, save, import/export content or activity data in a variety of formats.				
TEACHER SUPPORT Does the software solution:	Yes	No	N/A	Comment
Have easy-to-use features that will significantly improve the teacher's ability to be present with learners via active management, monitoring, and engagement.				
Support customization to suit the classroom context and targeted learning outcomes				
Allow teacher monitoring of learners' progress and performance through a user-friendly dashboard.				

SIGNATURES

Teacher	<p><i>Signature</i></p> <p><i>By signing this, I am assuming liability for the appropriateness of the content accessible in this program</i></p>	<p><i>Date</i></p>
Instructional Coach	<p><i>Signature</i></p> <p><i>By signing this, I am assuming liability for the appropriateness of the content accessible in this program</i></p>	<p><i>Date</i></p>
Principal	<p><i>Signature</i></p> <p><i>By signing this, I am assuming liability for the appropriateness of the content accessible in this program</i></p>	<p><i>Date</i></p>
Level Executive Director	<p><i>Signature</i></p>	<p><i>Date</i></p>
Director for Instructional Programs and Services	<p><i>Signature</i></p>	<p><i>Date</i></p>
Director of Professional Learning & Standards	<p><i>Signature</i></p>	<p><i>Date</i></p>
HCS Technology	<p><i>Signature</i></p>	<p><i>Date</i></p>