


This document provides you with screenshots of what the actual form looks like. Please review the information prior to submitting the electronic form. Forms are saved as Drafts in the electronic system once you begin one.

The fields that are covered up are pre-populated based on your information and cannot be changed.

You will select the year that the Technology Approval Process submission is for, if it is for the 2026-2027 school year, select that year. Please note, this cannot be changed once it has been completed.



Technology Approval (TA) Process (replaces DRAPE)

Important Information

Thank you for submitting your request for Technology Approval, as a reminder, there are specific documents that you are required to upload as part of your submission for your resource to be reviewed. Failure to submit these items will result in a delay in your resource being approved.

Should you need assistance with completing the form, please refer to the [DRS / EDMS \(Softdocs\) Video Library](#) found in the [Information Technology Department SharePoint / Internal Website](#).

Documents attached must be in PDF format and must be actual documents, they cannot be documents "printed" from the website. URLs / links provided on quotes or other documents will NOT be reviewed. Staff must reach out to vendors to obtain actual copies of policies, terms and conditions, etc. * denotes new required items for 26-27 school year.

Item	Required/Optional	Note
Quote	If Applicable	<p>If the product or service is on state contract, the state contract number must appear at the top of the quote.</p> <p>Quotes must be current within the last 30 days or have a listed expiration date.</p> <p>A quote without an expiration date is preferred; for resources beginning at the start of the school year, August 15, 2026 is appropriate.</p> <p>Quotes must itemize all charges, including sales tax, shipping, handling, and any additional fees.</p>

Contract/Agreement	If Applicable	<p>Please note that only the Superintendent or his designee is authorized to sign these documents.</p> <p>Do not enter an individual's name in the signature field; it should always remain listed as Richland County School District One.</p> <p>The district will identify and assign the appropriate signer.</p>
Privacy Policy	Required or Optional	This is required, unless the vendor signs the Richland One Data Confidentiality and Privacy Agreement or the National Data Privacy Agreement. See below.
Terms and Conditions or Term of Service	Required if on a Separate Document	<p>Some vendors use these terms interchangeably. If your organization does not use this type of document, it is not required.</p> <p>This is required only if it is provided as a separate document from the quote.</p>
Web Accessibility Compliance WCAG 2.2	Required	Please review our Web Accessibility Request document for more information.
List of URLs for Whitelist Review and/or Technical Documents	Required	<p>This information can be provided in an Excel format or PDF.</p> <p>Technical documents must explain what a system needs to operate securely and correctly on the district network so IT staff can review it for compliance and support.</p> <p>Systems need to connect with ClassLink to function properly.</p> <p>Vendors need to send Content Delivery Network (CDN) specific URLs to be reviewed.</p>
Richland One Data Confidentiality and Privacy Agreement	Optional	<p>If this document is provided, vendor privacy policies and terms and conditions are not required.</p> <p>Any proposed changes must be reviewed and approved by Legal Services.</p> <p>All agreements must be signed annually.</p>

National Data Privacy Agreement	Optional	If you are interested in signing a National Data Privacy Agreement (NDPA) for inclusion in the Student Data Privacy Consortium , please email R1techapproval@richlandone.org to request a copy. Once signed, inform your district point of contact so they can note it in their submission and proceed with the review. The NDPA will remain valid for three years.
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Notes

Please review your quotes from vendors. Often times, they will post links regarding terms of service, terms and conditions, privacy policies, etc. You are responsible for clicking on those links and downloading those documents as PDFs.

If the quote does not require a signature, the quote is not required for IT review, however, you will need to check with your supervisor.

I have read and understand the above information.

I have read and understand the above information.

Next

Once you click the box the **Next** button will appear.

Submitter Information

Submitter Name

Coppock, Candice L

Submitter ID

S32878

Date

03/09/2026

Academic Year

select academic year

Department/School

INFORMATION TECHNOLOGY

Mail Code

540

Submitter Supervisor

Grant, Robert

Submitter Supervisor Email

robert.grant@richlandone.org

Are you submitting this on behalf of another employee? Yes No

Select your assigned Executive Director, Director, or Chief (principals, select Executive Director)

Next

If you are submitting for someone else (Administrative Assistants) you will select Yes.

Are you submitting this on behalf of another employee? Yes No

Requestor Information

Requestor Name

Requestor ID

Department/School Using Resource

Mail Code

Requestor Supervisor Name

Requestor Supervisor Email

Select your assigned Executive Director, Director, or Chief (principals, select Executive Director)

Next

Select **Next** to go to the next screen.

Digital Resource Information

Purpose of Resource

Type of Resource:

Software

Select all that apply.

Hardware

Other

Contact Person Who Can Answer Questions Regarding the Use of the Resource if Different than User

Next

If you select Software, you will select **Instructional** or **Non-Instructional**.

Digital Resource Information

Purpose of Resource

Type of Resource: Software Instructional Non-Instructional

Select all that apply.

Hardware

Other

Contact Person Who Can Answer Questions Regarding the Use of the Resource if Different than User

Next

If you select **Other**.

Digital Resource Information

Purpose of Resource

Type of Resource: Software

Select all that apply.

Hardware

Other

Contact Person Who Can Answer Questions Regarding the Use of the Resource if Different than User

Next

If you select **Non-Instructional**.

Digital Resource Information

Purpose of Resource

Type of Resource: Software Instructional Non-Instructional

Select all that apply.

Hardware

Other

Contact Person Who Can Answer Questions Regarding the Use of the Resource if Different than User

Instructional Software requires additional information.

Digital Resource Information

Purpose of Resource

Type of Resource: Software Instructional Non-Instructional
Select all that apply. Hardware Other

Instructional Software Scope

District Wide (PreK3 - 12): Yes No

Content Area: N/A All Select

Contact Person Who Can Answer Questions Regarding the Use of the Resource if Different than User

You will need to provide information regarding District Wide, School(s), Grade Level(s), etc.

Below is just an example of some of the screens.

Instructional Software Scope

District Wide (PreK3 - 12): Yes No

Elementary (PreK3 - 5) Schools

Middle (6 - 8) Schools

High (9 - 12) Schools All Select

110 Columbia High School

120 Dreher High School

130 Eau Claire High School

140 A.C. Flora High School

150 C.A. Johnson High School

160 Keenan High School

170 Lower Richland High School

Grades: All (9 - 12) Select 9 10 11 12

Content Area: N/A All Select

ELA Math Science Social Studies Health PE World Languages

Multilingual Learners Programs CTE Visual and Performing Arts Other

Contact Person Who Can Answer Questions Regarding the Use of the Resource if Different than User

Vendor and Cost

Vendor/Publisher

Software/Hardware Name

Software Version/Hardware Model

Resource URL

How will the resource be accessed

Is there a cost associated with this request? Yes No

Is there a contract and/or user agreement associated with this request? Yes No

Next

How will the resource be accessed

Installation Required

Hosted Online (most digital resources)

Other

Is there a cost associated with this request? Yes No

Cost

\$ 0.00

Is there a contract and/or user agreement associated with this request? Yes No

*** Requests that contain a contract and/or a user agreement must be signed by the Superintendent's designee. Once this form is submitted, it will route automatically to the Superintendent's designee to review.***

Next

Data Integration: Setting Up the Accounts

Will student data have to be entered in order to create accounts? Yes No

Will teacher/staff data have to be entered in order to create accounts? Yes No

Is administrator access needed? (Eg for CRTs, APIs, etc.) Yes No

Was this resource used last year? Yes No

If the software requires data integration, set up of the resource, etc. the originator of the request must submit a One to One Plus ticket once they have received the final approved request. The ticket type selected must be Data Integration Request, and a copy of the approved request is attached as a file. The resource cannot be used until this step has been completed.

Data Integration: Setting Up the Accounts

Will student data have to be entered in order to create accounts? Yes No

How will accounts be created

- Teachers/students create accounts manually
- PowerSchool
- ClassLink
- Other

Systems that require manual data entry must be

Will teacher/staff data have to be entered in order to create accounts? Yes No

Is administrator access needed? (Eg for CRTs, APIs, etc.) Yes No

Will teacher/staff data have to be entered in order to create accounts? Yes No

How will Teacher/Staff account be created?

Systems that require manual data entry must be

Teacher/Staff creates accounts manually

PowerSchool

ClassLink

Other

c.) Yes No

Is administrator access needed? (Eg for CRTs, APIs, etc.) Yes No

Was this resource used last year? Yes No Was it accessed via ClassLink? Yes No

Did the district have to allow the ability to create accounts and receive password resets from an external email account? Yes No I do not recall

What is the vendor email address that was required to be allowed?

Before submitting, verify that you have all required documents. Technology Approval Process submissions will be returned/referred to the originator if any required documentation is missing. This will delay the review process.

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