Waterloo Central School District

Requests for the Purchase of New Digital Subscriptions

Revised: October 2026

When staff are interested in purchasing new Digital Subscriptions for their classroom, department or building, the following steps will be taken in order to consider its purchase for use. New technology refers to products that have never been previously purchased for use in the district.

Steps:

1. New Digital Subscription Request Form completed (see attached)
2. Digital Program/Application/Website Approval Check Form Completed: https://forms.cloud.microsoft/r/vk4fZkU8TD
3. New Digital Subscription Request Form submitted to principal for approval
4. Principal forwards form to IT Coordinator/DPO
5. Request is reviewed by Toby Coleman, the IT Coordinator and Tim Lincoln, Network Analyst
    a. Determine whether this request is compliant with Education Law 2D part 121 and Data Privacy Protection regulations.
    b. Determine whether this request could replace a current subscription or application.
    c. Determine if the request fits with current district initiatives and goals.
    d. Determine whether this request is compatible with our current system.
    e. Determine whether this request requires additional background work for implementation with our current system
6. IT Coordinator makes a recommendation (including any conditions) to district administration for final approval.
7. Final approval by Business Administrator to approve for budget.
8. Subscription will be ordered after final approval (ordering will be done through BOCES if possible). If subscription will be ordered with building funds the teacher will be responsible for following the ordering process.

At the end of each year a review will be conducted on each subscription to determine if the application is still: valued, relevant, current with district initiatives, compliant with education law and fiscally responsible. Any subscription no longer meeting these criteria will be discontinued or no longer renewed.

Use this form to request the purchase of **new** Digital Subscriptions. New Digital Subscriptions refers to products that have never been previously purchased for use in the district. The IT Coordinator will review the request to determine compatibility, and to make a recommendation to district administration regarding its purchase. Attach additional sheets as needed.

Name: _____ **Date:** _____

Waterloo Central School District
New Digital Subscription Request Form

Building: _____

Product Name, Description and Usage *(include whether this product could replace or enhance anything we currently have/use in district)*
Student Impact/Educational Value
Student Population Targeted *(Include student groups with direct benefit)*
Staff Impact *(Include benefit to staff, professional development needed, etc.)*
Cost per subscription license: Group rate pricing if applicable:
Number of Units Requested:
Funding Source: _____ Department Budget _____ Building Budget

Submit to Building Principal for preliminary approval. _____
Principal Signature

Principal will forward request to the IT Coordinator's Office (HS – Room 216) for review. If you have questions about completing this form, please talk to your building administrator.