

Request for Technology Software and Equipment

School Year Requested _____

In accordance with the current district technology plan, we will be adding and/or upgrading computers and peripherals in classrooms, media centers, and labs. Priority will be based on requests from teachers and other appropriate staff members.

If you or anyone in your building would like to submit a proposal for next year, he/she should prepare a narrative of no longer than two double-spaced typewritten pages. Listed below are criteria on which proposals will be evaluated:

Cover page with name, school, position, date of submission.

1. Listing of hardware and software being requested (budget not required, detailed hardware specifications not required)
2. Plan for use of the equipment (must support the district technology plan and curriculum frameworks).
3. Ability of the staff member to carry out the proposed plan in his/her building. Professional development desired if needed.
4. Evidence of need.
5. Evaluation of use.
6. Professional Development needed.

If staff development is needed, there should be a proposal from the teacher, for personal training, or from the school principal, for group training, outlining the professional development desired during the school year.

Proposals should be submitted by the teacher to your building principal not later than **3:00 p.m. on April 10, 2008** for consideration in the 2008-2009 budget. However, requests will be accepted anytime during the year and will be addressed according to the quality of the proposals and our opportunities for funding. Proposals submitted after April 10, 2008, will not be in the 2008-2009 technology budget. Principals should submit approved proposals to the Technology Coordinator no later than April 15, 2008.

Proposals must be made for all software and hardware and peripherals such as printers, scanners, headphones, speakers, multimedia projectors, etc., that you know you will need and are requesting to be purchased from the technology budget during the next school year.