

Protocol for Completing New Software Application Request

To purchase new educational software, please complete the following steps in the order shown. Please note that you must still follow the protocol even if the software is free.

- ☐ If you are a teacher, first discuss your interest in purchasing software with your building administrator.
- ☐ Once the building administrator has given you approval to move forward, determine the following information.
 - ☐ Description of the software
 - ☐ URL/Website
 - ☐ Whether the software will be used by an individual teacher, group of teachers, one school, multiple schools, or at the district level
 - ☐ Which grade(s) will be utilizing the software
 - ☐ Which school(s) will be utilizing the software
 - ☐ Whether this software will replace an existing software program
 - ☐ What type of student information will Plainfield Public Schools need to share with the software company (e.g. first name, last name, birth date, student identification number, address, etc.)
 - ☐ Is the software compatible with Clever <https://clever.com/partners>
- ☐ Obtain contact information (name and phone number or email address)
- ☐ Obtain a quote to determine the costs if the software is not free
- ☐ Determine the funding source if needed, i.e. department or school budget, district budget, or grant
- ☐ Obtain approval to complete a New Software Request form by discussing your interest in purchasing new software with the Instructional Technology Coach (Erin Quinn)
- ☐ Complete the New Software Application Request form.