**Mt. Gilead Exempted Village Schools**

***MGEVS Technology/Software Request Form***

**The purpose of the MGEVS Technology/Software Request Form is to encourage instructional planning and to ensure the appropriate use of MGEVS resources. This form collects information to assist in the determination of the alignment of the proposed technology or software with the district’s curriculum, instruction and technology needs.**

**All technology/software initiative requests, including computer hardware, software, computer services, video equipment, classroom multimedia equipment, etc., require the completion of a technology request form. Completed forms should follow the routing list at the end of this form. Incomplete forms or forms needing more information will be returned to the original submitter.**

**Name:**

**Date:** 10/14/19 **School:**

**Type of Request:**

**[ ]  Software Request** **[ ]  Hardware Request**

**Describe the software or hardware being requested (name, model, place of purchase, etc) :**

**What is the estimated cost for the software or hardware?**

**Which of the following applies?** **[ ]  One-Time Cost** **[ ]  Annual Subscription**

**Is this software or hardware replacing existing software or hardware?** **[ ]  Yes** **[ ]  No**

**If “Yes,” please explain:**

**Instructional Purpose:**

**How will the software or hardware help accomplish district, building or classroom goals?**

**What is your implementation date?**

**Approval Process Signatures**

*Begin the request process by submitting this form to your building principal.*

|  |  |  |
| --- | --- | --- |
| **Teacher**  |  |  |
| **Principal/Spec. Ed Dir.**  |  | **Approved** **[ ]  Denied** **[ ]**  |
| **Curriculum Director** |  | **Approved [ ]  Denied [ ]**  |

***\*Approved and denied requests will be communicated in writing.***