



New Software Request Form for Approval and Standardization

Requestor's Name and Cost Center: _____
Software Name and Vendor: _____
Approximate Software Cost: _____
Administrator's Approval: _____

Please be specific and detailed with your responses.

1. How is this software different/similar to other existing software in the district?
2. What is the expectation for the teachers/students who use the software?
3. What data will be used to support a seamless transition of students from one grade level to the next?
4. Why was this particular software selected?
5. What is the expected timeline for implementation?
6. Will there be any support requirements from the TIS Department?
7. PLEASE ATTACH/SUBMIT ADDITIONAL DOCUMENTATION OR WEBSITE ABOUT THIS SOFTWARE.

A follow up software evaluation will be required approximately 3 months after implementation.

Curriculum/School Services _____
Date: _____

TIS _____
Date: _____