

Please complete the following form before presenting the application to your building principal, Administrator for Curriculum or Administrator for Technology and Special Programs. Please seek assistance of multiple departments, if required, for help with specific items. Use the white space to the right of each question to add details if you answer 'no' to any questions where applicable. If there is a * next to the question, please provide additional details.

Name of Software Solution _____

Submission Date _____

Vendor URL _____

Curriculum Area _____

Grade Level (s) _____

Name of Person Submitting _____

Requestor School _____

Instructional Purpose _____

GOALS AND OBJECTIVES	YES	NO	N/A
Has the grade level (s) and content area been identified? * Content?			
Is this solution district-wide? * Buildings?			
Is this grade-level specific? * Grades?			
Is this department/ content area specific?			
Is there a solution currently deployed within the district that meets the same instructional purpose?			

Must provide details where you see an *

CURRICULUM AND INSTRUCTION	YES	NO	N/A
Does the software solution align with Learning Standards for the appropriate grade level(s) and content area(s)? *			
Does the solution align with district goals?			

Will the solution support the teacher with designing meaningful tasks or learning experiences that facilitate student growth? *			
Is the content available in other languages? *			
Do the features available in the solution support differentiated instruction and personalized learning? *			
Is the software solution connected to a currently used and approved textbook?			
Are there accessibility features available? (example: text to speech)*			
Are there assessment features built in to measure student learning? *			
Are there reporting features built in that provide teachers with constructive feedback to refine instructional practice?			

ENGAGEMENT	YES	NO	N/A
Will the solution captivate students and facilitate cognitive and behavioral engagement?			
Does the solution engage students through multiple learning modalities?			
Does the solution support higher level learning? *			
Can the students track their own progress?			
Is the software user friendly and intuitively designed?			
Would students be engaged and excited to use this?*			

PROFESSIONAL DEVELOPMENT	YES	NO	N/A
Will teachers need training on successfully navigating and deploying the solution in the classroom?			
Does the vendor offer professional development?			
Will teachers need professional development for instructional strategies that support the effective integration of the solution?			

COST	YES	NO	N/A
What is the cost of the hardware or software? *			
Has comparative work been performed both financially and functionality-wise to ensure the purchase represents the best technology for the cost? *			
What is the true cost of the technology? Is there an implementation cost, additional hardware needed?*			
Is this an annual subscription?			

DATA MANAGEMENT / LAW2D	YES	NO	N/A
Does this tool store or utilize student data?			
Is there a list of which data elements are collected, stored and/or utilized by the system? (name, student id) *			
Is data ever shared with third parties, if so, under what terms and how does the vendor ensure these terms are followed?			

Is data deleted upon termination of the Agreement?			
Has the software been checked in EdPrivacy?			

ENVIRONMENT	YES	NO	N/A
Can students use this software outside of the district network?			
Will this product be used exclusively in district on district-owned devices?			
Is this tool cross platform? (Windows, Mac, Chromebook, iOS)			
Will this product be used by students under 13 years of age?			

ENVIRONMENT			
How is this tool accessed? (online, download, extension)			

IMPLEMENTATION	YES	NO	N/A
Does the district require any additional hardware or software to appropriately implement the product?			
Any additional requirements to run this tool?			

SUPPORT	YES	NO	N/A
Is there access to the appropriate technical expertise in order to support and maintain this product?			

Does the MORIC offer support related to this solution?			
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PROCUREMENT	YES	NO	N/A
Was this added to the building budget request list?			
Does the vendor accept Purchase Orders?			
Does the MORIC have a contract in place?			
If there is no MORIC contract, are the vendor's service terms and conditions acceptable?			
What budget line is this being purchased from?			
Are funds available to support the product implementation and sustainability?			

Reviewers

Director / Department Chair _____

Principal Signature _____

Admin for Technology Signature _____

Assistant Superintendent for Curriculum Signature _____

Assistant Superintendent for Finance Signature _____