



Instructional Technology



Software Review Form

Reviewer's Name _____

Software Title _____ Software Version _____

Software Vendor _____ Date Eval Copy Requested _____

IT Department Representative: _____

Program Requirements (OS, RAM etc.): _____

This program supports the following subject area(s) _____

Recommended Grade Level(s) _____

Type of License Requested _____ Individual (how many?) _____ Building _____ Site _____

Where will this program be installed? _____

Briefly explain this program and how it supports objectives in the SAS curriculum _____

I have tested this software and approve it to run on the machines listed above.

IT Staff Rep Signature _____ Date _____

I have reviewed the purchase of this software and agree to its purchase:

Supt. of Curriculum _____ Date _____

- Step 1: Request Eval Copy from Vendor
- Step 2: Eval copy given to ITD to test
- Step 3: ITD evaluates for indicated machine specs and & returns to school
- Step 4: Request sent to Supt. of Curriculum
- Step 5: If approved, form is returned to school to order
- Step 6: When received original copy & license is given to ITD
- Step 7: Ticket submitted with location for installation of software