Educational Technology Implementation Request Form

First Name:

Last Name:

Email Address:

Job Title:

Ext.:

I have submitted a purchase requisition through the business office for this educational technology?

Select   select

Immediate Supervisor?

Description of Implementation Request:

What will you do with the requested items(s) to directly support the instructional program/student support service?

How many students will be impacted by the implementation of the requested educational technology?

Is this request to upgrade or replace an existing piece of equipment or software?

Select

If yes, what are you unable to do with the equipment or software that you currently have available?

What is the action plan for implementation of this request (training/staff development, set up, installation, etc.)? Be as specific as possible.

Are you aware of any on-going expenses that may be associated with this request (subscription fees, maintenance, etc.)?

Is this technology going to be used in conjunction with other technology tools?

Computer Agent name and /or room number?

Additional comments/questions:

Message to person submitting the request…after submitting?

Confirmation Email Message?