

**SOFTWARE / WEB SUBSCRIPTION CONSIDERATION FORM / Londonderry School District**

**To be filled out by requesting Teacher/Administrator:**

(In general request should be made annually)

Name \_\_\_\_\_ Date \_\_\_\_\_

Intended Use    \_\_\_ Instructional            \_\_\_ Administrative

If instructional, software/subscription will be used in the following subject area:

\_\_\_\_\_

If web subscription – describe what features are not available using current district resources.

\_\_\_\_\_

Benchmarks supported (if instructional) \_\_\_\_\_

\_\_\_\_\_

**Description-Software/Web Subscription:**

Product Name \_\_\_\_\_ Version \_\_\_\_\_

Publisher \_\_\_\_\_

Vendor \_\_\_\_\_

Estimated Cost \_\_\_\_\_

Funding Source \_\_\_\_\_

Building(s):    LHS        LMS    MT        NS        SS        MH        DO

License Required:    Single User    Multi-Users    Site    District        Other

# Users Permitted \_\_\_\_\_

Installed in (Room #'s) \_\_\_\_\_

***Please attach any support documentation (e.g. catalogs, product descriptions).***

**To be filled out by Library Media Center:**

Is software presently owned by the school? \_\_\_\_\_

If yes, are additional licenses needed? \_\_\_\_\_

**To be filled out by IT/Computer Assistant:**

**Minimum Hardware Description:**

RAM Memory \_\_\_\_\_

Hard Drive Space \_\_\_\_\_

CPU Processor \_\_\_\_\_

Operating System        WIN    MAC

Additional hardware considerations (e.g. USB ports, CD/DVD burners):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_ This meets hardware requirements

\_\_\_ This does not meet hardware requirements

IT/Computer Assistant \_\_\_\_\_ Date \_\_\_\_\_

**Administrative Approval:**

\_\_\_ I recommend the purchase of this software/web subscription

\_\_\_ I do not recommend the purchase of this software/web subscription

Administrator \_\_\_\_\_ Date \_\_\_\_\_

(Curriculum Coordinator/SPED Director/Principal)

Approved IT \_\_\_\_\_ and Assistant Superintendent \_\_\_\_\_

**RETURN COMPLETED FORM TO LIBRARY MEDIA CENTER**