

## Westlake City School District Software Request Form

This form is to be completed if you feel you have a need for additional software outside of the typical annual Curriculum Review Process. This form must be submitted to the Department of Academic Services or the Department of Pupil Services **prior to any software purchases**. Please complete both pages of this form. The approval process can take as long as 4 to 6 weeks. If approved, time to acquire and install will vary on a case-by-case basis. Forms submitted with incomplete information will delay the decision-making process.

**PLEASE NOTE:** Any requests may be considered for approval as a Pilot prior to full implementation, as determined by the Director of Academic Services, the Director of Pupil Services and the Director of Technology.

### Request Information

\_\_\_\_\_  
Name of Requestor

\_\_\_\_\_  
Date of Request

\_\_\_\_\_  
Email address of Requestor

\_\_\_\_\_  
Phone extension of Requestor

\_\_\_\_\_  
Software Title and Version, if applicable

\_\_\_\_\_  
Software Company/Developer

Description of Software: \_\_\_\_\_

Is this an upgrade of an existing package?     No     Yes (Specify): \_\_\_\_\_

### Software Acquisition Information

\_\_\_\_\_  
Name of Software Sales Associate/Company Contact

\_\_\_\_\_  
Name of Reseller/Company

\_\_\_\_\_  
Website Address

\_\_\_\_\_  
Email of Company Contact

\_\_\_\_\_  
(    )  
Phone

\_\_\_\_\_  
(    )  
Fax

\_\_\_\_\_  
Estimated Cost of Software

\_\_\_\_\_  
Formal Quotation Number **(Attach to Submission)**

Funding Source:     Free     PTA     Bldg     District     Grant     Other (Specify): \_\_\_\_\_

Is there an Annual Subscription or Maintenance Fee?     No     Yes (Specify amount): \_\_\_\_\_

### Software Use Information

Who would use this software?     Me     Grade Level/Dept Staff     Bldg Staff     District Staff     Students     Other  
(Check all that apply)

Where is the software to be used?     Classroom     Lab     Other (Specify): \_\_\_\_\_

Is formal training required to use the program?     No     Yes

Does the company provide training?     No     Yes

If yes, is there a cost?     No     Yes  
Cost: \_\_\_\_\_

