



Site Software Installation Request Form for Laptops

Only for School or District Licensed Software

DATE: _____

Site: _____

Principal: _____ Extension: _____

Name of Software: _____

Publisher: _____

Publisher's Customer service/technical support phone number:

Type of license:

- Entire Site
- Multiple licenses - number of licenses owned _____
- Server based software
- Software will reside on the laptop hard drive
- Web-based application

When do you need the software installed? _____

How many laptops will be serviced? _____

Do you already have the software? _____

If not, when do you expect delivery? _____

Program Information:

What is the specific learning outcome desired from use of this software on the laptops?

_____ EdTech Approval

_____ IT Approval

Comments: _____

NOTE: Please provide the IT department with at least a two month notice. If software installation can be taken care of in the summer or during a break that would be helpful.