Portland Public Schools

Office of Curriculum, Instruction, and Technology
314 Main Street, Portland, CT 06480

New Software Request Form

Software* in use at Portland Public Schools requires approval by the PPS Information Technology Department and Director of Curriculum, Instruction, and Technology. Please complete this form if seeking to implement a new software with students, underline if the software is free or requires purchase. Once completed, submit via email to the Director of Curriculum, Instruction, and Technology who, working with the IT Department, will make a determination as to whether or not the software is approved for use. For a list of all currently approved district softwares, click here (Note - We are in the process of updating this form).

* For the purposes of this form, software is defined as electronic programming for which student access requires any personally identifiable information (name, username, email address, home address, SASID, etc.). This includes any/all softwares linked to Clever.

Name of Proposed Software:
Name of Person(s) Making this Proposal:
Software Description: Please provide a brief description of the proposed software, including the population of students it will serve. When are you looking to implement this software?
Software Rationale: Please explain why this software should be considered for purchase and implementation within Portland Public Schools. How does this software meet learning needs for students that would otherwise be unmet? How will this software enhance teaching and learning within the related class(es) it will serve? If it is being used to replace a different software, please explain why.
Software Selection Process: Briefly explain the process used to identify and/or select this software for potential use within Portland Public Schools? To what extent (where applicable) were materials previewed and/or piloted for use? What research or reporting exists to support the use of this text as a valid educational resource?

Software Alignment and Quality: To what standards does this software align? How is such alignment guaranteed or will such alignment be guaranteed within the software?

Budgeting: What are the approximate costs for purchase and implementation of this software? Have these costs been budgeted in the current budget or earmarked for future funding?

Curriculum Alignment: How does the proposed software align with our current curriculum? How will this software be used to support the delivery of our existing curriculum or the refinement of that curriculum?

Required Signatures: In order to bring this proposal forward, please gather the signatures indicated below.

- _____ School Principal

- _____ Director of Curriculum, Instruction, and Technology

Other Information: Please use this space to include any other information as relates to this proposal that you feel would be of benefit to the IT Team and/or the Director of Curriculum, Instruction, and Technology.

This Section For Committee Use Only
Date of Form Submission:
Date of IT Review:
IT Review: Compliant   Non-Compliant   Other (Provide Explanation)
Director of CIT Decision (Circle One):   Approve   Do Not Approve   Other (Provide Explanation)