Instructional Software Request Form

Date Needed: _____

Requestor Information	
Name:	Email:
Unit:	Phone:

Software Information				
Application Name	**Platform/Version (e.g. Mac/ 10.7)**	**Method of Installation (check one)**		
		Software Media	**Download**	**AppStore**

Please provide software serial #(s) and URL (for downloads):

Computers for software installation (Please attach a sheet for more than 3 computers)			
Tag No.	Name & User ID	Location	Computer (e.g. MB Air)

Notes:

- Submit this request <u>20 days</u> prior to date needed. Allow students a one week period to download the software via self-service.
  - High School students should use a <u>wired</u> connection (recommended) in the HS Learning Center or HPK.
  - Elem/Middle School students should use a <u>wired</u> connection (recommended) in the classroom
- Software will be available via Self-Service, when possible.
- Most Adobe software serial numbers are on file and do not need to be listed.
- Submit completed forms to Danilo Padilla or dapadill@ksbe.edu.

Requestor Signature:	Date:
Dept Head/Unit Administrator Signature:	Date:
Unit ITD Signature (ITRT / Business Analyst / Infrastructure):	
Date Received:	Date Completed: