

West Contra Costa Unified School District
INSTRUCTIONAL SOFTWARE APPROVAL FORM
Submit Form to Technology Help Desk, helpdesk@wccusd.net or (510) 231-1125

School: _____	
Name of Software: _____	Publisher: _____
Description: _____ _____	
Check One:	Single User Copy Network Version
List the State and/or Common Core Standards this software addresses: _____	
Does the software require training, or on-going support? If yes, what will be the cost to cover the support? _____	
We would like to purchase this software for our school. We understand that the software must be approved for curriculum or administrative application and compatibility with WCCUSD technology systems. We will not expect to purchase the software or have it installed on the network until it is.	
Signed: _____	Date Submitted: _____
Principal's Signature	

Curriculum Approval:	Approved: _____	Not Approved: _____
Comments: _____		
Signed: _____	Date: _____	
Educational Technologist		

IT Approval:	Approved: _____	Not Approved: _____
Conflicts with WCCUSD Systems:	Check One: Yes No	
Comments: _____		
Signed: _____	Date: _____	
Executive Director of Information Technology		

For Office Use Only		
Date Received: _____	Work Order Number: _____	Priority: _____
Returned to Principal: _____	Approved: _____	Not Approved: _____ Date: _____