Instruction, Curriculum & Student Services

SOFTWARE / INSTRUCTIONAL MATERIALS APPROVAL (SIMA)

The Colorado Springs School District 11 Board of Education requires **ALL** instructional material requests for adoption, change, or deletion (including "Pilot programs") to go through an approval process. This process includes reviews by the Content Facilitator, Curriculum Committee, Assistant Superintendent, and community. The Board of Education provides the formal approval of materials.

*See Board of Education policy IJJ at https://www.d11.org/Page/1791.

THIS FORM MUST BE SUBMITTED WITH A REQUEST FOR ADOPTION OF CONTENT MEDIA FORM
INCOMPLETE FORMS WILL NOT BE PROCESSED

Is the item on the Approved Instructional Materials list? (http://intranet.d11.org/instruction/textbooks/Pages/default.aspx)	☐ Yes ☐ No
Is the item on approved Software list? (Reviewed and approved by Tech and Network Services) (Contact: Roberta Emerick, 520-2968/ roberta.emerick@d11.org)	☐ Yes ☐ No
Is this a new *version* (or new copyright date) of an approved item? **If yes, complete Copyright Change Form in addition to SIMA form.**	☐ Yes ☐ No
Will vendor use *or* maintain Student Personally Identifiable Information (PII)? PII includes, not limited to: Student's name, name of parents/other family members, address of student's family, personal identifiers, (i.e., student's SSN, school ID number or biometric number) other indirect identifiers - date and place of birth, mother's maiden name, etc.) **If yes, identify all PII to be collected by the vendor for product usage in the next box:**	☐ Yes ☐ No

PII:

Product Name: _____ Version: _____

Web Address: _____ Publisher: _____

Vendor Contact Name: _____Vendor Phone#: _____

Vendor *Technical* Contact (if software product): _____

Vendor *Technical* Contact Phone#: _____

Grades covered in product: _____ Grades to be purchased: _____

Identify Product (Check *all* applicable items):

☐ Textbooks ☐ Instructional Software ☐ Textbooks with Software ☐ Assessment tool, online

☐ Online Subscription ☐ Concurrent use pricing ☐ Individual use license ☐ Assessment tool, PC load

☐ Software bundled with Technology equipment Ex: Pre-installed applications ☐ Admin PC/MAC Software Ex: Word, Microsoft ☐ Assessment tool, server load

Initial Requestor: _____ Location: _____
Printed School/Admin Dept.

LTE Name: _____ LTE:_____
Printed Signature

Supervisor/Principal: _____ Supervisor/Principal:_____
Printed Signature

Date product is needed for use by Requestor: _____

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Explain Need for this product (Use additional sheet of paper if necessary):

Similar products currently in use in District 11 (for comparison purposes):

Estimate of Costs - Attach Documents (quote/website list/catalog page copy, etc.)
Please note "no cost" if applicable.

Product purchase price: $_____ Training cost: $_____
If Software Product – to be loaded onto PC/Mac, local servers, or enterprise (D11 network)

Non-recurring Costs:
Software license purchase price: $_____ Individual license price: $_____

Installation / Implementation cost: $_____ Hardware cost: $_____
(Server, additional memory, etc.)

Recurring Costs:
Software use training fee: $_____ Upgrade cost: $_____

Annual subscription fees: $_____ and/or Annual support/maintenance fees: $_____

Yearly license renewal fees: $_____

Total estimated cost for this purchase: $_____

Charge Code for Purchase: _____
If this will be a Grant-funded purchase, the Grants Office *must be contacted* to approve the purchase (attach documentation)

Charge Code for continuing yearly support: _____

How will this product be supported? (check one) ☐ School ☐ Department ☐ IT

Name of D11 program *Administrator* (to provide user ID's, passwords, etc.)

_____ _____
Name Signature

_____ _____
Supervisor's Name Supervisor's Signature

Name of D11 IT *technical support person* for users (**if not same as above):**

_____ _____
Name Signature

_____ _____
Supervisor's Name Supervisor's Signature

Recommend: ☐ Do Not Recommend: ☐

_____ _____
Assistant Superintendent Date