



# Wake County Public School System

## District Software Review Process

*Note: This process applies to both new products and new versions of a previously approved product. All software must be approved prior to installation.*

STEP	Action Taken
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### Initial Process

1. A WCPSS educator completes a **Request for Software Review** form. → Requestor obtains a form from the Intranet.
2. Schools:
  - ❖ Requestor submits the form to the site-based curriculum and/or technology committee for review and approval. → Process may be terminated. Software is not approved.
  - ❖ Approved requests are submitted to the Principal who signs and dates the form.
  - ❖ The Tech Contact sends the form with the complete software package, including any hardware devices (e.g., camera, wireless slate, etc.), to Curriculum & Instruction (C&I).
- Central Services:
  - ❖ Requestor submits the form to content area supervisor. → Process may be terminated. Software is not approved.
  - ❖ Content area supervisor approves and routes the form with the complete software package, including any hardware devices (e.g., camera, wireless slate, etc.), to appropriate C&I personnel.
3. Appropriate C&I personnel review instructional and basic technical requirements, installation manuals, and software. → Additional information may be requested from the vendor and the requestor. Process may be terminated. Software is not approved.
4. C&I submits the product to the Technology Services Division (TSD).
5. TSD generates a HEAT ticket and an email notification is sent to the Tech Contact and C&I contact. → Status of the request is tracked through Heat Self Serve.

### Technical Review

6. TSD reviews technical requirements. → Process may be terminated. Software is not approved.
7. TSD loads and tests the software in a standard environment. → Software is either approved or denied.
8. C&I notifies the Tech Contact/Supervisor of the recommendation. → HEAT ticket is closed. Software is returned.
9. Software list is updated. → Software is added to the WCPSS Software List
10. The Tech Contact follows system procedures for software installation.



# Wake County Public School System

## Request for Software Review

(Completed by the individual who has previewed/reviewed the software.)

Requestor's Name: \_\_\_\_\_ School/Location: \_\_\_\_\_ Date: \_\_\_\_\_

Tech Contact Information: Name: \_\_\_\_\_ Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Software Title: \_\_\_\_\_ Version: \_\_\_\_\_

No. of Licenses to be purchased: \_\_\_\_\_ Installed on:  Networked Computer  Network Server  Web Based

The software will be used in:  Classroom  Lab  Site license  Office

Current Status of Software (check one):  Product is not on the approved list  Newer version of a product on the approved list

- A school level committee has reviewed this software.
- The NC DPI has reviewed this software. (DPI reviews: [www.sret.sreb.org](http://www.sret.sreb.org) or [www.evalutech.sreb.org](http://www.evalutech.sreb.org) .)

### Type of Software (Check all that apply):

- Drill and Practice
- Educational Games
- Other (specify) \_\_\_\_\_
- Instructional Management
- Regular Classroom Instruction
- Reference
- Remediation

Software Producer: \_\_\_\_\_

Software Vendor: \_\_\_\_\_

Sales Representative: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

### How and when would this software be used?

Grade Level(s): \_\_\_\_\_ - \_\_\_\_\_ Subject(s): \_\_\_\_\_ Other: \_\_\_\_\_

List NC/WCPSS Standard Course of Study Objectives: \_\_\_\_\_

\_\_\_\_\_

Principal's/Supervisor's Signature: _____	Date: _____
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Return the completed form with software and any hardware devices to:

Patsy Hester, C&I, Administration Building

### Office Use Only

**TSD:**  
 Date: \_\_\_\_\_  
 Approved: \_\_\_\_ Not Approved: \_\_\_\_  
 Approved OS: \_\_\_\_\_  
 Approved Server: \_\_\_\_\_  
 Approved by: \_\_\_\_\_  
 Additional Comments: \_\_\_\_\_

**C&I:**  
 Date: \_\_\_\_\_  
 Not approved: \_\_\_\_  
 Approved for pilot only: \_\_\_\_  
 Approved for this site only: \_\_\_\_  
 Approved for district use: \_\_\_\_