

## iPad App Request

### Procedure:

1. Staff members log on to the staff portal on our district web page and click on forms
2. Staff members fill out the iPad App request form and click on SUBMIT at the bottom of the form
3. District personnel will get the iPad App request form and open up a work request ticket on it.
4. The Staff member, Curriculum Director, Special Education Director, School Tech Coordinator, and Principal  
  
will be copied on work request so they will be notified that we have received the request and continue to receive notifications as progress is made.
5. District personnel will review the app for curriculum needs, special education, and technology.
6. Once app is reviewed, it will be noted in the work request as either be accepted or denied.
7. If accepted and the app is free, the app will be downloaded and pushed out to requested iPads.
8. If accepted and the app needs to be purchased, the app will be purchased if there is money available in the correct volume purchasing account. If there is not enough money there the necessary person will be notified and the PO process for an additional volume voucher will begin.

This process is a joint effort with the technology, curriculum, and special education departments and we hope that it allows teachers to receive needed apps on the iPads quickly and efficiently.