



## Howland Local Schools Request for New Technology

Name:

Building:

Grade/Department:

Requested Technology:

This information will help us plan necessary training and help us disperse equipment by priority of educational needs within our budgeted constraints.

Check all that apply:

- I have taken relevant workshops on, or am familiar with the use of the requested technology.
- I will need training on the use of the technology I have requested.

Please describe how the requested technology will be used to benefit our district and enhance student learning. Please give some details. For example "to do Internet" is too general.

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Return the completed form to your building administrator/supervisor for review. Your request, if approved, will then be forwarded to the technology department for possible purchase. If you have any questions regarding the status of your request, please contact your building administrator/supervisor.

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Building Administrator:  Date:

Network Supervisor:  Date: