



Fort Plain Central School District
Data Protection Officer
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Fort Plain, NY 13339
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**Software
Online Subscriptions
Hardware**

Request Form

Select One: Hardware
Software
Online Subscription

School Year _____

Employee Name _____

Date _____

Building _____

Program _____

Software Name _____

Grade Level _____

Software Website _____

License Quantity _____

Vendor Name _____

*Cost _____

*You must complete a requisition if there is an associated cost

Reason for Request:

****NEXT STEP: FORWARD THIS REQUEST TO THE BUILDING INSTRUCTIONAL TECHNOLOGY TEACHER****

Instructional Technology Teacher _____ Date _____

Reviewed with Library Media Specialist- Select One:

HFM BOCES Software Other BOCES _____ Third Party Software

How does this enhance or support student learning?

Already own software that performs the same process? Yes No If yes,
what?

Recommendation to Approve:

Recommendation to Deny:

Network Technician _____

Date _____

Data Field to be sent:

Reviewed Terms and Services

Review Privacy Policy

Software complies with:

COPPA HIPPA FERPA

Already own software that performs the same process? Yes No If yes, what?

Recommendation to Approve:

Recommendation to Deny:

List reason for recommendation:

Building Administrator/Department Supervisor

Approve for Data Privacy Officer

Deny, STOP Approval Process

Reason for Denial

Does not enhance or support current curriculum

Other _____

Authorized Signature _____

Date _____

Data Protection Officer

Third Party Agreement Signed

Parent Bill of Rights

Approve

Deny

Reason for Denial: _____

Authorized Signature _____

Date _____