



Fort Plain Central School District

Data Protection Officer

25 High Street

Fort Plain, NY 13339

Telephone: (518) 993-4000 ext. 1005

Email: Jessica.sanders@fortplain.org

Website: www.fortplain.org

**Software
Online Subscriptions
Hardware**

Request Form

School Year _____

Employee Name _____

Building _____

Software Name _____

Software Website _____

Vendor Name _____

Select One: Hardware ☐

Software ☐

Online Subscription ☐

Date _____

Program _____

Grade Level _____

License Quantity _____

*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 _____