



AACPS

Software Review & Evaluation Request Form

Any software, online subscription, freeware or plug-in must be evaluated by a County MOI Review Committee and the Test-Bed. The top section of this form should be completed by the requestor and submitted along with the software (including online access account information) to Review & Evaluation at Crofton Library Media Services.

Requestor Information:

Requestor's Name	Office / School / Grade Level
Phone / E-mail	Curriculum Area
Title (include version)	Publisher
<input type="checkbox"/> Software <input type="checkbox"/> Online Subscription <input type="checkbox"/> Freeware or Plug-in (<i>internet downloads</i>)	If online subscription, account access information: URL: (<i>website</i>) _____ Username: _____ Password: _____
Date Submitted:	

Evaluation Results: (*see attached forms*)

MOI Approval		Approval Number	
<input type="checkbox"/> Approved <input type="checkbox"/> Not approved			
Signature		Date:	
Test-Bed Approval		Test-Bed Number	
<input type="checkbox"/> Approved <input type="checkbox"/> Not approved			
Signature		Date:	

Upon completion, the software and evaluation documentation will be returned to you. If either MOI or Test-Bed results are *not approved*, the software, online subscription, freeware or plug-in cannot be used or installed on any AACPS computer.

If approved please complete the attached *Request to Load Software* form and give this entire packet to your Support Technician for installation.