



IPad Request Hardware Request for Instructional Use

1. Classroom Professional fills out the request for IPad Request for Instructional/AT Use form.
2. Saves the document and sends it as an attachment to the Program Administrator
3. If Program Administrator approves the purchase, he/she must initial the form, supply an account number to use.
4. After the above information is entered, **only the Program Administrator should SUBMIT the form.** By hitting the SUBMIT button, the form is then sent directly to the Technology Consultant for Center Programs. He/She will start the ordering process.

Professional's Name

Date

Program

Building

Room #

Application(s) that would/will be used

Describe in detail the instructional use within your classroom

Do you have wireless access in your building

Yes

No

Tech Rep Knowledge

Ipad Rep Knowledge

Building/Director Approval (initials)

Account # used for Purchase

- IPads will only be used within the MISD building/program. IPads will not be allowed to be taken out of the assigned building.
- It is expected that the above named professional be diligent regarding damage and loss.
- If you do not have wireless access some applications may not work.
- IPads may be secured to a location within the building
- MISD Management Technology department are not supporting IPads at this time.
- The iPad purchase will include the iPad, Cover and Lock.
- Extended Warranty must be purchased with each iPad.
- Application purchases must be coordinated with the Technology Consultant.