

HFM BOCES

SOFTWARE/WEBSITE REQUEST PACKET

Instructions

FORM A (checklist)

Contact the vendor, and review their privacy policy with a representative. Discuss with the representative what type(s) of student information is gathered, if any. Check all that apply on Form A.

FORM B (DPA & PBOR)

Using the information obtained from the vendor and their privacy policy, fill in ONLY the highlighted areas of the Data Privacy Agreement and the Parents' Bill Of Rights. Please do not change any other information within the documents. Please keep this document in Word format as it will eventually be sent to Michelle for editing purposes.

Note: Contracts typically expire on June 30 of that school year.

FORM C (Software Request Form)

Complete only the top part of FORM C, and submit the entire packet, including the privacy policy, to your Administrator.

ADMINISTRATOR:

- Review the Packet and Privacy Policy.
- Find the "Building Principal/Program Administrator" section of FORM C.
- Check the "Approved" or "Denied" box.
- Sign and print your name in the designated boxes.
- Email each Form and the privacy policy to Michelle Husek at mhusek@hfmboces.org. Sending a link to the privacy policy is fine. Please do not scan the packet as one document.

THE PROCESS:

- Michelle gets approval/denial of the privacy policy from I.T.
- Michelle reviews Form B and sends a PDF version to the Program Administrator, who then sends it to the vendor for signature.
- Administrator returns the signed PDF to Michelle for Dr. Bochniak's signature, and Dr. Bochniak also approves Form C at this time.

- Michelle will email the approved Packet to the Administrator, sent as one scanned document. This email will let you know that this software/website has been approved by Administration and that you're all set to move forward with obtaining a PO (if necessary). Michelle cc's Stephanie Dineen in this final approval email so the Purchasing Department is aware of the approval.
- If a Packet is denied, an email will be sent to the Administrator with the reason why it was denied. Stephanie Dineen will be cc'd in that email as well so the Purchasing Department is aware of the denial and no PO will be granted.

All Administrators have access to a shared Google Sheet in Drive titled, "Software Request Status" which lets you know where in the process your application is. Packets that are denied are also included in this Sheet. If you would like access to this Sheet, please contact Michelle Husek.

Please allow up to 2 weeks for processing.