



## MISSING ITEMS REQUIRED FOR RECOMMENDATION OF TECHNOLOGY PLAN FOR SED APPROVAL

District Name:	Term of Plan:
Reviewer:	Date of Review:

As stated in the certification from NYSED, "...E-rate rules require a level of consistency between technology plans and E-rate funding requests that was not subject to review under our approval process" and remains a district responsibility. The following information is required from your district in order for Model Schools to recommend this technology plan for SED approval. The items checked below are missing from your plan.

For additional information, please reference E-Rate Central's website at [www.e-ratecentral.com](http://www.e-ratecentral.com).

**Core Element, Criteria 1**

The plan must establish clear goals and a realistic strategy for using telecommunications and information technology to improve education or library services.

**Required Items:**

- Clear goals
- Realistic strategies
- Goals and strategies for telecommunications and information technology
- Reference to CIPA
- Reference to AUP (and include in appendix)
- Internet Safety curriculum

**Highly Recommended:**

- Include how goals and strategies are linked to student achievement
- Reference 21st Century standards
- Include strategic planning tables that includes goal, timeframe, responsible party, and status (for multi-year plans)

**Other items to be included:**

- Curriculum mapping
- Videoconferencing
- Digital portfolios
- Web 2.0
- Interactive whiteboards

District to supply page numbers in plan:

**Core Element, Criteria 2**

The plan must have a professional development strategy to ensure that staff knows how to use these new technologies to improve education or library services.

**Required Items:**

- Professional development strategy for educators (retain appropriate documentation)
- Professional development strategy for staff (retain appropriate documentation)
- Document professional development opportunities and attendees

**Highly Recommended:**

- Mention opportunities through local teacher centers and BOCES
- How related to curriculum
- How linked to student achievement

- Include strategic planning tables that includes goal, timeframe, responsible party, and status (for multi-year plans)

**Other items to be included:**

- Parent training

District to supply page numbers in plan:

- Core Element, Criteria 3

The plan must include an assessment of the telecommunication services, hardware, software and other services that will be needed to improve education or library services.

**Required Items:**

- Assessment of telecommunications services
- Inventory hardware
- Inventory software
- Asset management
- Network schematic
- Staffing
- Email archive system
- Financial system
- Student management system
- Additional programs (Connect Ed, etc.)

**Highly Recommended:**

- Include strategic planning tables that includes goal, timeframe, responsible party, and status (for multi-year plans)

District to supply page numbers in plan:

- Core Element, Criteria 4

The plan must provide for a sufficient budget to acquire and maintain the hardware, software, professional development and other services that will be needed to implement the strategy.

**Required Items:**

- Projected budget for each year
- Itemized hardware
- Itemized software
- Itemized professional development
- Itemized staffing
- LAN support
- BOCES services
- Internet access
- Grants
- e-Rate funding and narrative of project(s)

District to supply page numbers in plan:

- Core Element, Criteria 5

The plan must include an evaluation process that enables the school or library to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise.

**Required Items:**

- Evaluation process toward specific goals
- Explain how mid course corrections will be made

**Highly Recommended:**

- Technology committee meetings (retain documentation of meetings, attendees, agendas)

- Principal observations or recommendations
- Surveys
- Include strategic planning tables that includes goal, timeframe, responsible party, and status (for multi-year plans)
- Include how goals and strategies are linked to student achievement

**Other items to be included:**

District to supply page numbers in plan:

**Electronic Copy** *Please submit entire plan in pdf format.*

- We do not have an electronic copy of your technology plan on file.
- We need an updated electronic copy of your plan that includes your recent revisions.

**Contract Modification Request Form** (Cross contract for Western Suffolk BOCES districts)

- \$500.00 service fee per district for non-model Schools participants.

**Additional Comments:**

**Thank you in advance for your assistance.**