

## Requesting to move Classroom Technology Equipment & Wiring Requests

(Computers, Data Projector, SMART boards, etc.)

Moving technology equipment within a classroom has many potential implications for wiring and connectivity issues that must be assessed by the Technology Department. For this reason we ask that you please follow these steps so each move request can be evaluated on an individual basis.

**Teacher Name:** \_\_\_\_\_

**Room#** \_\_\_\_\_ **School:** \_\_\_\_\_

**Current Location** \_\_\_\_\_ **Move to** \_\_\_\_\_

Detailed description of move:

**Please follow these steps:**

**1. Principal approves the move, which may involve funds.**

**Principal's Name:** \_\_\_\_\_

(Typing name signifies Principal approval)

**2. Submit a Tech. ticket stating a reason for the request. The Technology Department will assess what is involved and what may be affected by the move.**

**3. Time and Material costs will be calculated by the Technology Department.**

**Items to be moved (Technology Department Only):** \_\_\_\_\_

**Items cost:** \_\_\_\_\_ **Length of move in feet:** \_\_\_\_\_

**Cost:** \_\_\_\_\_ **Principal's approval for cost:** \_\_\_\_\_

**The Technology Department Approval and Completion Date:** \_\_\_\_\_

**Please attach this form to a big web ticket request.**