



Bristol Warren Regional School District
IT Department
App/Extension/Service Request Vetting Procedure - Employee

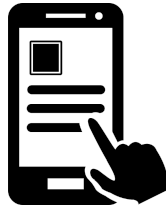
This procedure explains how to request a subscription to an electronic resource, app, or extension. Reviews are conducted 3 times per year in the fall, winter, and spring.

MATERIALS

[BWRSD App/Extension/Service Request & Privacy Evaluation Form](#)

PROCEDURE

- I. Access [BWRSD App/Extension/Service Request & Privacy Evaluation Form](#). This form can also be found on the Bristol Warren Regional School District's website.
- II. Fill out every field and click Submit.
NOTE - Incomplete submissions will not be reviewed.
- III. The sheet is reviewed three times a year by a committee.
 - A. Once a subscription/app/extension has been approved or denied, the requestor will be notified via email by the committee.
 - B. The approved or denied subscription/app/extension will be posted on the Bristol Warren Regional School District's website.



Bristol Warren Regional School District
IT Department
App/Extension/Service Request Vetting Procedure - Employee

Change Control

10/2/2018 - Procedure created. KM