

Completing an iPad App Request Form

- **This form should be used by:** 1) Teachers requesting FREE and PAID apps for shared carts and 2) Teachers with multiple iPads managed by Meraki when requesting PAID apps.
- When requesting iPad apps please be sure to fill in all the columns listed on the **iPad App Request Form** found in the Technology Folder on the U drive in the iPad folder or at www.wssd.org/ipads.
- Below are tips on how to properly complete the form.

1. Locate the iTunes preview link by entering the name of the app in the Google or Bing search engine of your internet browser. Click on the link.

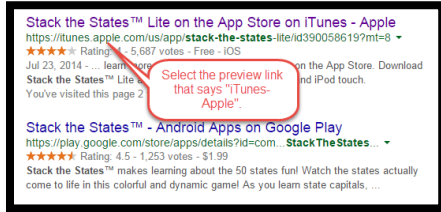
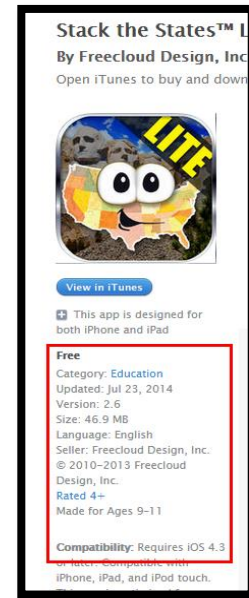
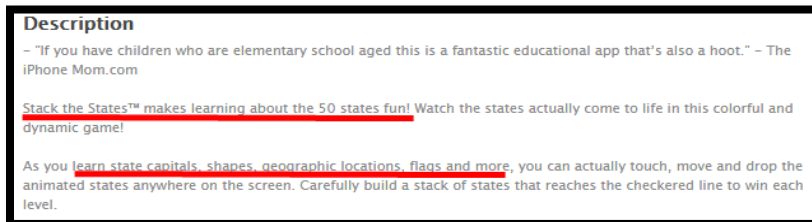


Figure 1 Google View



2. Using the information found in the left-hand column, copy and paste details into the **iPad Request Form**.
 - a. App Name
 - b. Version
 - c. Size (ex. 15 MB)
 - d. Quantity
 - e. Unit Cost – price listed in the App Store
 - f. Total Cost – list price multiplied by quantity unless purchase is for more than 20 apps on a cart; then discount unit cost by 50% to determine total cost
 - g. Which cart or Meraki? – only single users managing multiple iPads will have apps installed remotely via Meraki

3. For the **Educational Justification**, review the description and write or copy/paste/modify text to explain the purpose for requesting the app.



4. Double-check to make sure the apps can be installed on the iPad cart you have selected or on your individual iPad(s).
 - a. Remember that free apps with in-app purchases cannot be upgraded on the shared carts. See the **Types of App** chart found in the Technology Resources folder on the U Drive in the iPad folder or at www.wssd.org/ipads.
 - b. iPads on the shared carts are enrolled in the **Apple Volume Purchasing Program (VPP)**. Apps will cost 50% less than the original prices for purchases of 20 or more copies. Keep this in mind when totaling the costs, if needed.

5. Submit the form to your principal for approval. The form will be forwarded to you building technician for installation.