**Request for AI Tool Usage or Purchase**

Date: [Insert Date]

Teacher's Name: [Insert Name]

Department/Subject: [Insert Department or Subject]

Grade Level(s): [Insert Grade Level(s)]

AI Tool Information:

1. Name of the AI Tool: [Insert AI Tool Name]

2. Purpose of the AI Tool: [Briefly describe the purpose of the AI tool and how it will be used in the classroom or department]

3. Benefits to Students: [Explain how the AI tool will benefit student learning, engagement, or skill development]

4. Integration with Curriculum: [Describe how the AI tool aligns with and supports the existing curriculum]

5. Cost (if applicable): [Provide the cost of the AI tool, including any subscription or licensing fees]

Implementation Plan:

1. Training: [Outline any necessary training for teachers or staff to effectively use the AI tool]

2. Student Privacy and Data Security: [Describe how student privacy and data security will be maintained when using the AI tool]

3. Evaluation: [Explain how the effectiveness of the AI tool will be evaluated and how feedback will be collected from teachers and students]

Additional Comments or Considerations: [Include any additional information or special considerations relevant to the request]

Signature of Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Administrative Response:

[  ] Approved

[  ] Denied

[  ] More Information Needed: [Specify what additional information is required]

Comments from Administration: [Provide feedback, reasons for the decision, or next steps]

Signature of Administrator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: [Insert Date]