



RED CLAY CONSOLIDATED SCHOOL DISTRICT
ADMINISTRATIVE MEMORANDUM

REQUESTS FOR DISTRICT SOFTWARE CREATION/MODIFICATION | 5005.1

To ensure that the District's technology resources including the Data Service Center (DSC) are utilized most efficiently, all employees are required to adhere to the following guidelines when requesting new applications or modifications to existing applications:

1. After any new applications or modifications have been discussed with the appropriate supervisor, the request must be brought to the Manager of Technology.
2. The Manager of Technology will determine if the application or modification should be done in house, through DSC, or with a third-party vendor.
3. Due to competing priorities and limited resources, a request may be denied, modified, or scheduled for a future date.

These guidelines do not apply to data requests, which are handled through the District's online Data Request Form (available from <https://rweb.redclay.k12.de.us/Intranet/FRM/FRMindex.htm>).

Questions about the information contained in this administrative memorandum should be directed to the Manager of Technology.