

Section and question number	Issue
General Information/Suggestions	Narrative should not be in the first person, such as "I will do...". More useful to say, "Technology Director will..", etc.
Section III, question 3: Target Student Population	If "All students" is checked, district should not check any other boxes. System cannot stop this from happening.
Section III, question 4: Action Steps compared to Section V, question 2 Investment plan	Dollar amount for items that are in the action steps <i>and</i> the investment plan should be consistent. Amounts might not match exactly because not <i>all</i> district goals are listed in the plan, and neither are <i>all</i> investments. Another example: 2 goals with the same action steps (such as purchasing Chromebooks) might share the same cost figure, but it might only be counted once in the investment plan.
Section III, question 4: Responsible Stakeholder	The response to this question should always refer to one role who will be held accountable for the implementation of the step, not necessarily those doing the work. That information could be provided in the description of the step. NOTE: Classroom teacher would be a rare choice as the responsible stakeholder.
Section III, question 4: Responsible Stakeholder	If the responsible stakeholder column is completed using a drop-down choice, the "other" column should not be populated with additional titles.
Section III, Question 4: Action steps	Watch for duplication that might be an error. Example: The same action step repeated multiple times under one goal.
Section IV, NYSED Initiatives, Questions 5,6,7 Questions about ELLS students	If the district answers question 6 that they have no ELL students, then questions 5 and 7 should not list the special technology and teacher training that is occurring to assist ELL students. The answer should be based upon current practice/activities, not upon what might happen in the future if ELL students are enrolled.
Section V, Administrative Management Question 11. Cyberbullying Policy	If there is no policy in place, just answer "no" rather than link to a policy that does not match the question. This would be the same for all policy questions.
Section V, Administrative Management, Questions 10-14. Links to policies and the tech plan.	When providing links to policies or the tech plan, those links should go directly to the correct policy. We are finding broken links, links to the wrong policy, or links to the district's home page which does not contain the requested policy or plan. Please check all links prior to submitting the plan to NYSED. NYSED will not approve plans with broken/missing/inaccurate links.
Section V, Administrative Management Question 14 Link to Technology plan	This link should go to an already-approved technology plan (for example, the 2015-2018 NYSED submission or the district's comprehensive plan), not to the new plan that is being submitted. If the district does not have an approved plan plan posted, they should type "We do not have a plan posted" in the text box where the URL would go.
Section VI, Sharing Innovative Educational Technology Programs	Please encourage districts to complete this section, and to provide all of the requested contact information, not just the title of the contact point. This question is optional, so the system lets the user leave some fields blank.