

MLTI Participation Packet 2014

For more information, please visit:



<http://www.maine.gov/mlti/deployment>

MLTI Apple Alternate Solution

THIS PACKET CONTAINS:

Instructions

MLTI Apple Program Description

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MLTI Participation Form 2014

MLTI Shipping Information

Instructions

Important Dates:

Forms submission deadline: **May 15, 2014, 5 PM**

Anticipated

Equipment Shipments: early July 2014

Forms Submissions:

There are three forms that must be completed, signed, and returned to the Department of Education by May 15, 2014:

- 1) *MLTI Participation Agreement* (page 13 of this packet)
 - a. This form must be signed by the Superintendent.
- 2) *MLTI Device Order Form*
 - a. Download from <http://www.maine.gov/mlti/deployment/>
 - i. Note: There are many different forms depending on the solution of your choice and the participating grades. If you are unsure which form is the correct form, please contact the DOE MLTI Project Office at mlti.project@maine.gov or 207-624-6746.
 - b. This form must be signed by the Superintendent.
- 3) *MLTI Shipping Information* (page 14 of this packet)

Forms should be returned to the Department of Education via Fax 877-494-MLTI (6584) or mail:

**Department of Education
State House Station 23
Augusta, ME 04333-0023
ATTN: MLTI PROJECT OFFICE**

Once your forms are submitted, the Department will send a confirmation email to the Superintendent confirming receipt of the forms and to validate the information on the forms.

MLTI Apple Program Description

Goals

The MLTI goals remain:

- Equity
- Integration with Maine's Learning Results
- Sustainability / Avoiding Obsolescence
- Teacher Preparation and Professional Development
- Economic Development

At a school and classroom level, these goals can be translated into a few more tangible actionable goals: 1) changing teacher practices in ways that leverage technology to facilitate a student-centered learning environment, and 2) active participation in on-going professional development efforts.

Professional Development

Apple Professional Development (APD) brings educational experience and curriculum knowledge to every workshop delivered. With over 10 years of collaborative work in Maine, the APD team is comprised of trained educators with years of classroom and leadership experience. APD delivers comprehensive professional development programs focused on supporting classroom teachers along with building and district leaders.

The comprehensive Professional Development plan outlined in this solution focuses on teaching and learning best practices underpinned by a long-term association with the SAMR Model, learned from the work done with MLTI. An emphasis on hands-on, engaging learning is foundational to the offerings outlined from Apple Professional Development. Whether through the use of online resources from iTunes U, face-to-face engagement in a traditional workshop setting, classroom coaching and mentoring, or as part of the Leadership Cadres, Apple's comprehensive Professional Development plan is ready to take Maine educators to new levels of capability and effectiveness.

Personal Digital Device

Students (requires full grade deployment):11-inch MacBook Air

Students will be empowered with a MacBook that is more mobile and powerful with a size that fits a teenager's lifestyle. The combination of the 11-inch MacBook Air and OS X provides the latest Intel processors, long-lasting battery, and a rock-solid operating system that equips all learners with a laptop that is ready to create and produce. MacBook Airs will include iWork and iLife to provide powerful suites of digital content creation apps that enable learners to design dynamic multimedia projects, engaging music or audio productions, and share their work locally or across the state.



Teachers: 13-inch MacBook Air

By combining the comfort and familiarity of the MacBook with the latest Intel processor, a dependable solid-state hard drive, long battery life, no moving parts and a rock-solid operating system, the 13-inch MacBook Air will provide teachers with a dynamic instructional tool that's reliable, secure, and easy to use. MacBook Airs will include iWork and iLife to provide powerful suites of digital content creation apps that enable teachers to design and conduct more engaging and individualized lessons.

The MacBook Air will provide a seamless transition for Maine teachers, leveraging 10 years of experience and professional development, with opportunity for immediate growth in this next generation of the MLTI. With their lesson plans, presentations, resources, and skills ready to go, coupled with new opportunities to leverage online resources and apps from across Maine and the globe, teachers won't miss a beat.

Wireless Network

Apple is once again working with Cisco Systems, the industry leader in wireless networking. The Cisco networks incorporated into our 2009 MLTI solution have been highly regarded by the school population, and we look forward to upgrading these networks in this iteration of our solution. (State assistance is available for Middle and High Schools only. High Schools require minimum of 2 full grades and plan for full deployment. K-6 Schools will be quoted independently as requested.)

Wireless Network Equipment

- Wireless access points and switch gear and controller-less architecture for industry leading uptime and auto-recovery.
 - Full 802.11 a/b/g/n 2.4Ghz and 5Ghz wireless networking
 - 4 x 4 multiple-input multiple-output (MIMO) technology with three spatial streams, sustaining 450 Mbps rates over a greater range for more capacity and reliability.
 - Power over Ethernet (POE) capable (802.3af) Ethernet ports.
- Connectivity
 - Gigabit speed connectivity between components comprising the wireless network.
 - Power over Ethernet (PoE) and wired Ethernet connections

Communication and Collaboration

Apple TV

By including Apple TV in our solution, MLTI classrooms will be taken to the next level of mobility. In a traditional 1:1 setting the teacher has been tethered to their projector in order to share digital content with the class. If a student wanted to share a piece of work they needed to find their way to the projector cable and "plug in." With Apple TV the teacher can move freely around the room, projecting their full screen from anywhere, and students can do the same, all in a secure password-protected video sharing environment—which means less disruption, more classroom interaction, and more instructional minutes. (One Apple TV is included for every 15 Student Seats)



Back up

Your Data is Protected

The MacBooks will be backed up using CrashPlan, an enterprise offsite data backup and recovery service. CrashPlan provides robust backups with no need for a user to do anything. It's fully automatic.



Mobile Device Management

Apple solution mobile device management software enabling students to have the applications they need, when they need them, and the ability to focus on specific tasks at hand. The Apple MLTI solution will include a self-service portal enabling schools to make apps available to students and teachers. Individuals can visit the self-service portal and download and install the apps without the need for passwords or active intervention from the school's tech lead.



Warranty and Support

Apple's warranty and support program will continue to provide telephone and online Help Desk services as it has over the past 10 years. This includes online dispatching and shipping services to transport devices between the school and the Apple MLTI Repair Depot. Schools will be provided spare devices to be used as loaners in the event of a break-fix event. If a device is stolen, lost, or accidentally damaged beyond repair, the Apple MLTI solution includes a buffer pool of devices equal to 2% of the total number of device across all participating Apple MLTI schools.

MacBook Air 11” for Students

Dimensions

- Height: 0.11-0.68 inch (0.3-1.7 cm)
- Width: 11.8 inches (30 cm)
- Depth: 7.56 inches (19.2 cm)
- Weight: 2.38 pounds (1.08 kg)

Wireless

- 802.11ac Wi-Fi networking; 3 IEEE 802.11a/b/g/n compatible
- Bluetooth 4.0 wireless technology

Environmental Status Report

- BFR-free
- PVC-free
- Highly recyclable aluminum enclosure
- Meets ENERGY STAR 5.2 requirements
- Rated EPEAT Gold6

Connections and Expansion

- Two USB 3 ports (up to 5 Gbps)
- Thunderbolt port (up to 10 Gbps)
- MagSafe 2 power port

Audio

- Stereo speakers
- Dual microphones
- Headphone port
- Support for Apple iPhone headset with remote and microphone

Keyboard and Trackpad

- Full-size backlit keyboard with 78 (U.S.) or 79 (ISO) keys, including 12 function keys and 4 arrow keys (inverted “T” arrangement) with ambient light sensor
- Multi-Touch trackpad for precise cursor control; supports inertial scrolling, pinch, rotate, swipe, three-finger swipe, four-finger swipe, tap, double-tap, and drag capabilities

Processor

- 1.3GHz dual-core Intel Core i5 (Turbo Boost up to 2.6GHz) with 3MB shared L3 cache

Memory

- 4GB of 1600MHz DDR3L onboard memory Configurable to 8GB

Storage

- 128 GB solid state storage

Battery and power

- Up to 9 hours wireless web
- Up to 30 days standby time
- Built-in 38-watt-hour lithium-polymer battery
- 45W MagSafe 2 Power Adapter with cable management; MagSafe 2 power port

Electrical and Operating Requirements

- Line voltage: 100-240V AC
- Frequency: 50Hz to 60Hz
- Operating temperature: 50° to 95° F (10° to 35° C)
- Storage temperature: -13° to 113° F (-24° to 45° C)
- Relative humidity: 0% to 90% noncondensing
- Operating altitude: tested up to 10,000 feet
- Maximum storage altitude: 15,000 feet
- Maximum shipping altitude: 35,000 feet

Display

- 11.6-inch (diagonal) LED-backlit glossy widescreen display with support for millions of colors
- Supported resolutions:
1366 by 768 (native), 1344 by 756, and 1280 by 720 pixels at 16:9 aspect ratio; 1152 by 720 and 1024 by 640 pixels at 16:10 aspect ratio; 1024 by 768 and 800 by 600 pixels at 4:3 aspect ratio

Graphics and video support

- Intel HD Graphics 5000
- Dual display and video mirroring: Simultaneously supports full native resolution on the built-in display and up to 2560 by 1600 pixels on an external display, both at millions of colors
- Thunderbolt digital video output
- Native Mini DisplayPort output
- DVI output using Mini DisplayPort to DVI Adapter (sold separately)
- VGA output using Mini DisplayPort to VGA Adapter (sold separately)
- Dual-link DVI output using Mini DisplayPort to Dual-Link DVI Adapter (sold separately)
- HDMI audio and video output using third-party Mini DisplayPort to HDMI Adapter (sold separately)

Camera

- 720p FaceTime HD camera

MacBook Air 13” for Teachers

Dimensions

- Height: 0.11-0.68 inch (0.3-1.7 cm)
- Width: 12.8 inches (32.5 cm)
- Depth: 8.94 inches (22.7 cm)
- Weight: 2.96 pounds (1.35 kg)

Wireless

- 802.11ac Wi-Fi networking; 3 IEEE 802.11a/b/g/n compatible
- Bluetooth 4.0 wireless technology

Environmental Status Report

- BFR-free
- PVC-free
- Highly recyclable aluminum enclosure
- Meets ENERGY STAR 5.2 requirements
- Rated EPEAT Gold

Connections and Expansion

- Two USB 3 ports (up to 5 Gbps)
- Thunderbolt port (up to 10 Gbps)
- MagSafe 2 power port
- SDXC card slot

Audio

- Stereo speakers
- Dual microphone
- Headphone port
- Support for Apple iPhone headset with remote and microphone

Keyboard and Trackpad

- Full-size backlit keyboard with 78 (U.S.) or 79 (ISO) keys, including 12 function keys and 4 arrow keys (inverted “T” arrangement) with ambient light sensor
- Multi-Touch trackpad for precise cursor control; supports inertial scrolling, pinch, rotate, swipe, three-finger swipe, four-finger swipe, tap, double-tap, and drag capabilities

Processor

- 1.3GHz dual-core Intel Core i5 (Turbo Boost up to 2.6GHz) with 3MB shared L3 cache

Memory

- 4GB of 1600MHz DDR3L onboard memory

Storage

- 128 GB solid state storage

Battery and power

- Up to 12 hours wireless web
- Up to 30 days standby time
- Built-in 54-watt-hour lithium-polymer battery
- 45W MagSafe 2 Power Adapter with cable management; MagSafe 2 power port

Electrical and Operating Requirements

- Line voltage: 100-240V AC
- Frequency: 50Hz to 60Hz
- Operating temperature: 50° to 95° F (10° to 35° C)
- Storage temperature: -13° to 113° F (-24° to 45° C)
- Relative humidity: 0% to 90% noncondensing
- Maximum operating altitude: tested up to 10,000 feet
- Maximum storage altitude: 15,000 feet
- Maximum shipping altitude: 35,000 feet

Display

- 13.3-inch (diagonal) LED-backlit glossy widescreen display with support for millions of colors
- Supported resolutions: 1440 x 900 (native), 1280 x 800, 1152 x 720, and 1024 x 640 at 16:10 ratio and 1024 x 768 and 800 x 600 at 4:3 ratio.

Graphics and video support

- Intel HD Graphics 5000
- Dual display and video mirroring: Simultaneously supports full native resolution on the built-in display and up to 2560 by 1600 pixels on an external display, both at millions of colors
- Thunderbolt digital video output
- Native Mini DisplayPort output
- DVI output using Mini DisplayPort to DVI Adapter (sold separately)
- VGA output using Mini DisplayPort to VGA Adapter (sold separately)
- Dual-link DVI output using Mini DisplayPort to Dual-Link DVI Adapter (sold separately)
- HDMI audio and video output using third-party Mini DisplayPort to HDMI Adapter (sold separately)

Camera

- 720p FaceTime HD camera

Software Included

The following list of software titles are available for the MLTI MacBook Air Teacher & Student devices.

FaceTime

Make video calls from your Mac to iPad 2 or later, iPad mini, iPhone 4 or later, iPod touch, or other Intel-based Mac users to easily communicate through sign language without the need of other devices.

AirDrop

With AirDrop, you can send files to anyone around you wirelessly — no Wi-Fi network required. And no complicated setup or special settings. Just click the AirDrop icon in the Finder sidebar, and your Mac automatically discovers other AirDrop users within about 30 feet of you. To share a file, simply drag it to someone's name. Once accepted, the fully encrypted file transfers directly to that person's Downloads folder.

Reminders

Organize your life on your Mac. Make as many to-do lists as you need and easily add to them. Set due dates and you'll get alerts as deadlines approach. Set a location from your Mac, and your iPhone or iPad will remind you when you get there. And to be sure you don't forget anything, iCloud keeps your reminders up to date on your Mac, iPad, iPhone, and iPod touch.

Safari

The world's fastest web browser for the Mac, Safari now boasts built-in RSS support. Scan the latest news, information and articles from thousands of websites in one easy-to-read, searchable article list using Safari RSS. Safari also uses strong 128-bit encryption when accessing secure sites.

Preview

Preview is a Document viewer that supports many file types such as: PDF, JPEG, TIFF, RAW, DNG, EPS, PNG, PPT, and many others. Preview allows quick and efficient viewing and mark up of PDF files.

Quicktime Player

QuickTime Player's advanced architecture provides state-of-the-art multimedia technologies that enable everything from high-definition audio and video playback to the creation of immersive environments.

Notes

A great idea could strike at any moment. Before you lose it, jot it down in Notes. With iCloud, all your notes stay with you on every device you use. So you can think of Notes as the keeper of anything important or anything, period.

Calendars

Keep track of your busy schedule and share it with others using Calendar. Create separate calendars—one for home, another for school, and so on. Calendar also works with iCloud, Yahoo!, and Google. iCloud also features calendar sharing, which can be a powerful tool for teachers to track test dates and field trips, and for students engaged in collaborative project work.

Keynote

Apple's simple-to-use, cinema-quality presentation software lets students create stunning presentations to share their work. And Keynote will open PowerPoint files saved in Microsoft's .ppt and .pptx file formats as well as save files into those formats.

Numbers

Build spreadsheets on a flexible, free-form canvas complete with tables, charts, graphics, and text. Numbers will open Excel documents saved in Microsoft's .xls and .xlsx file formats as well as save spreadsheets into these formats.

Pages

A streamlined word processor with easy-to-use layout tools, Pages allows students to choose from hundreds of templates to create professional-looking newsletters, reports, and more. Students can use Pages to create all sorts of documents that combine text with supporting images, videos, graphs, charts, and more. And Pages will open Word files saved in Microsoft's .doc or .docx format, and can save files into these formats as well.

GarageBand

The easy way to record audio samples on a Mac. GarageBand provides access to music composition and seamless podcasting capabilities. With GarageBand students can create voice recordings to document progress over time.

iMovie

Bring lessons to life through video, sound, and pictures. iMovie lets students focus on content in ways that can be easily shared. In fact, teachers tell us that it is their most effective tool to support challenge-based learning.

iPhoto

iPhoto is a 21st century show and tell. iPhoto provides students with engaging alternative methods of demonstrating their knowledge and abilities through photos, text and audio. This visual storytelling provides a way for students with auditory processing difficulties to express themselves.

FileMaker Pro 13

FileMaker Pro 13 is a professional grade database application. You can use FileMaker Pro to organize contacts, track projects, plan events and manage lists — the fast and easy way! Get started in seconds and be infinitely more organized. FileMaker Pro makes it easy to create custom solutions for managing information accessible on the go from your iPad, iPhone, Mac, Windows and the web.

iBooks Author (Teacher MacBooks Only)

Available free on the Mac App Store, iBooks Author is an amazing new app that allows teachers to create beautiful Multi-Touch textbooks—and just about any other kind of book—for iPad. With galleries, video, interactive diagrams, 3D objects, and more, these books bring content to life in ways the printed page never could.

Xcode

Xcode is Apple's powerful integrated development environment for creating great apps for Mac, iPhone, and iPad. Xcode includes the Instruments analysis tool, iOS Simulator, and the latest OS X and iOS SDKs.

Adobe Digital Creations

Offers an engaging way to view and manage eBooks and other digital publications. Use it to download and purchase digital content, which can be read both online and offline. Transfer copy-protected eBooks from your personal computer to other computers or devices. Organize your eBooks into a custom library and annotate pages. Digital Editions also supports industry-standard eBook formats, including PDF/A and EPUB.

Daum Equation Editor

is designed to quickly and easily provide many types of formulas.

Grass GIS, Grapher

Commonly referred to as GRASS (Geographic Resources Analysis Support System), GRASS GIS is a free Geographic Information System (GIS) software used for geospatial data management and analysis, image processing, graphics/maps production, spatial modeling, and visualization. GRASS GIS is currently used in academic and commercial settings around the world, as well as by many governmental agencies and environmental consulting companies.

SketchBook Express

SketchBook Express starts you out with a full color palette, a great selection of brushes (including two erasers, four pencils, two brush tips, and a technical pen), and three layers. This app puts professional level digital art tools at the user's fingertips. Users can move, scale, and rotate layers, create text with a variety of fonts, colors, sizes and placement, and export finished work to the Photo Library.

Student Eligibility Guidelines

All full or part-time enrolled students at participating public schools in grades 7-12 are eligible to receive an MLTI device. Students who are partially or fully enrolled in a participating school, but receive some or all of their educational services in an alternate facility or program, should be issued a device from their enrolling school. Students in grades 9-12 are only eligible if the school is participating in the MLTI 1:1 program.

Some students' specific identified needs (typically outlined in an IEP and assessed through a formal needs assessment) may preclude the use of the MLTI device. In some instances the Department may be able to provide assistance to the school to acquire appropriate assistive technology. Schools should contact the MLTI Project Office directly when the MLTI device does not meet the needs of a student.

Staff Eligibility Guidelines

For participating 1:1 public 7-12th grade schools, the Department will provide devices to certain eligible staff members in each school. Please review the following guidelines to determine which of your school's staff are eligible to receive an MLTI device. The Department will not collect lists of eligible staff names, but participating schools should be prepared to provide that information at a later date if it becomes necessary for auditing purposes. For staff who are ineligible based on these guidelines, schools may elect to order devices at local cost:

- All certified teachers who teach 7th - 12th grade subjects including, but not limited to, mathematics, science, language arts, social studies, visual and performing arts, world languages, physical education, CTE teachers and/or special education teachers, are eligible to receive an MLTI device.
- All certified 7th - 12th grade principals, CTE directors, special education directors, deans, assistant principals, assistant CTE directors, assistant deans, guidance counselors, librarians, technology integrators, and literacy specialists are eligible to receive an MLTI device. Student teachers placed in a participating school in eligible roles as described in these guidelines are eligible for an MLTI device.
- Licensed or certified physical therapists, occupational therapists, and speech therapists employed by the SAU and who serve participating students are eligible for an MLTI device.
- At the SAU level, all superintendents, assistant superintendents, and curriculum directors/coordinators are eligible to receive an MLTI device.

Each participating school may request one additional device for technology support staff image and configuration testing. This device is not intended to be used as a personal workstation.

Collectively across a SAU, the SAU may request one additional device per 300 devices deployed (minimum of 1) for use by technology support staff including a district Technology Director. Devices allocated for eligible staff may not be redeployed to ineligible staff members.

Participation and Funding Information

Participation in the MLTI for Maine public middle schools and high schools is optional. Any Maine approved school may participate in the MLTI. The Department of Education will provide funding support for Maine public middle and high schools (see below). All costs of the MLTI in excess of any available Department of Education contribution are the responsibility of the SAU/school.

Funding Support

Maine Public Middle Schools that implement an approved MLTI 1:1 solution for grades 7-8 will receive funding support from the Department of Education toward the cost of the MLTI up to the cost of implementing the MLTI Primary Solution (device and network seats) for all eligible students and staff. Costs in excess of the Department's contribution are the responsibility of the SAU.

Maine Public High Schools* (including the Town Academies) that implement an approved MLTI 1:1 solution will receive funding support from the Department of Education toward the cost of the MLTI up to the cost of implementing the MLTI Primary Solution for eligible teachers (device seats) and the wireless network (based on eligible student and staff seats). Costs in excess of the Department's contribution are the responsibility of the SAU/school.

Maine Career and Technical Education Centers (CTE) will receive funding support from the Department of Education toward the cost of the MLTI up to the cost of implementing the MLTI Primary Solution for eligible teachers (device seats) and the wireless network (based on eligible student and staff seats). Since CTEs are not the primary enrollment for its students, the CTE is not required to implement a 1:1 program for its students.

- Maine Public High Schools must implement a 1:1 program for at least 50% of its students to receive funding support from the Department of Education. Additionally, high schools that do not implement a school-wide (9-12) 1:1 program must have its school board approve a resolution that ensures that the SAU and school board intends to seek funding to support expanding the 1:1 program to a school-wide program in the next fiscal year.

Please visit <http://www.maine.gov/mlti/deployment> to download a Cost Calculator spreadsheet that you may use to estimate your costs. A signed copy of the spreadsheet must be included with your signed Participation Agreement. Forms should be returned to the Department of Education via Fax 877-494-MLTI (6584) or mail:

Department of Education
State House Station 23
Augusta, ME 04333-0023
ATTN: MLTI PROJECT OFFICE

MLTI Participation Agreement

1. SAU agrees to deploy the MLTI devices in a 1:1 fashion that provides every individual student a personal digital device to support his/her individual learning needs.
2. SAU agrees to host annual parent meeting(s) to orient parents on the program, goals, and expectations.
3. SAU agrees to address how MLTI will support its school and district goals in its Board-approved technology plan.
4. SAU agrees to implement and publish on its web site Board-approved policies and procedures that allow students to take the devices home to support his/her learning.
5. SAU agrees to implement and publish on its web site its Board-approved Acceptable Use Policy.
6. SAU agrees that any fee-based programs associated to MLTI (i.e. device protection plans) will be Board-approved and published on its web site.
7. SAU agrees to provide to the Department the URLs for its Board-approved MLTI-related policies (#4-6)
8. SAU agrees to implement a Digital Citizenship and Internet Safety programs (i.e. Common Sense Media).
9. SAU agrees that Principals and/or Superintendents will participate in annual Department-sponsored professional development.
10. SAU agrees to support teacher participation in ongoing Professional Development.
11. SAU agrees to take part in studies, surveys, etc. related to the MLTI.
12. SAU understands that all devices are leased by the State of Maine and agrees to maintain the equipment in good working order.
13. SAU understands that payments made (as applicable) are to reimburse the Department for the cost of participating in the program, and are not considered payments toward ownership of any equipment provided by MLTI.
14. SAU understands that the Department may make available to schools the opportunity to purchase equipment at the conclusion of the Department's lease if possible, but that the Department may elect to return equipment if it is in the best interest of the State.
15. SAU agrees that it will not install unlicensed software.
16. SAU agrees not to violate the manufacturer's warranty and MLTI support program (i.e. repair devices using unauthorized methods, parts, or providers, alter or modify the installed wireless network for the term of the agreement).
17. SAU agrees to use the MLTI repair depot or locally employ certified technicians and abide by self-service account rules established by the vendor for all warranty and out-of-warranty repairs of MLTI devices.
18. SAU agrees to submit monthly reports detailing all repairs to the Department for all self-service repairs.
19. SAU understands that failing to return defective replacement parts in a reasonable timeframe can result in late fees and parts replacement costs. SAU agrees to pay late fees and replacement costs.
20. SAU agrees to include the MLTI equipment on its building catastrophic loss insurance plan.
21. SAU agrees to maintain accurate online asset records using the MLTI online asset management solution.

By signing below, you are acknowledging that you have read and understand the information in this packet. Additionally, you are accepting the responsibilities as outlined above for each participating school in the SAU to participate in the Maine Learning Technology Initiative for the school year beginning in the Fall of 2014 and ending in the Spring of 2018. Finally, you are approving and agreeing to pay the Department any applicable costs as calculated in this packet.

SAU Name

SAU MEDMS ID

Superintendent Signature

Date

MLTI Shipping Information

PLEASE complete this form for each order submitted for the 2014-2018 MLTI Deployment.

It is critical to the timely delivery of your MLTI Devices that the Department has accurate information on the school's deployment contact person and shipping arrangements.

Please answer every question, keeping in mind the delivery date range of late-June to mid-July 2014. Someone will need to be available at the delivery location within this timeframe. The Tech Director or Tech Lead for the school is the preferred contact. However, if this person is not going to be available for the entire timeframe, please choose someone who will be available. There is space provided for special circumstances.

Deployment Contact Information

- Name: _____
- Email: _____
- Phone (cell preferred): _____
- Alternate phone number (if needed): _____
- School name and 4-digit school code: _____

Please enter the shipping address for the physical location (PO Boxes are not allowed):

- Shipping Address: _____
- Shipping Address 2: _____
- City/Town: _____
- Zip Code: _____

Delivery Information

- Does this location have a loading dock? YES or NO
 - If yes, can the loading dock accommodate a full-sized 53' trailer? YES or NO
- Does the delivery location require an appointment to schedule a delivery? YES or NO
 - If yes, how far in advance does your appointment need to be scheduled?
 - _____
- Delivery will be late-June to mid-July. Are there periods of time when the delivery can't be received? YES or NO
 - If yes, what time/date should be avoided? _____
- For the dates when the building is open, please choose the best time for delivery:
 - 8:00am – Noon
 - Noon – 4:00pm
 - No Preference
- Is there any other logistical information that would be helpful for the shippers to have?