

Sample Technology Plan Approval Letter

_____ is certified by the Universal Service Administrative Company
(Name of Technology Plan Approver)

to approve technology plans for participation in the Schools Libraries.

_____ has a technology plan that meets the five required elements in the checklist below.
(Name of School or Library)

This technology plan covers the period starting on _____ ending on _____.
(Date: month/year) (Date: month/year)

Required Elements Checklist

Successful technology plans align the overall education or library service improvement objectives with the following five criteria. To qualify as an approved technology plan for a Schools and Libraries Program discount, the plan must meet these criteria.

_____The plan establishes clear goals and a realistic strategy for using telecommunications and information technology to improve education or library services.

_____The plan has a professional development strategy to ensure that staff knows how to use these new technologies to improve education or library services.

_____The plan includes an assessment of the telecommunication services, hardware, software, and other services that will be needed to improve education or library services.

_____The plan provides a sufficient budget to acquire and support the non-discounted elements of the plan: the hardware, software, professional development and other services that will be needed to implement the strategy.

_____The plan includes an evaluation process that enables the school or library to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities and they arise.

Technology Plan Approver Name

Address

E-mail

Telephone

Date of Approval: _____

All applicants and service providers are required to retain documents related to the Universal Service Fund for a period of at least **five (5) years from last date of service**. The suggested list of documents to be retained can be found in Paragraphs 45-50 in the FCC's 5th Report and Order ([FCC 04-190](#)).