Infrastructure Inventory Collection Tool - SAMPLE LETTER

To: District, Building, Technology and Media Staff
From: District Technology Director
CC: Superintendent, Principals and Central Technology Committee

In 2011, the Minnesota Education Technology Task Force (METT) created an inventory tool to collect technology infrastructure data from Minnesota School Districts. The tool has now been updated for another round of data collection. This information will assist in updating our building technology five year plans. In addition, the consolidated data will be the basis for supporting rationale, at the State level, for sustained funding for instructional technology. The attached Excel workbook includes the survey that needs to be completed by [DATE]. You are responsible for completing the questions in the Building/Site-Level Technology Infrastructure Inventory Collection Tool option. Once you complete the survey, please save as [Building initials] Infrastructure Inventory (e.g. RMS Infrastructure Inventory). Email the completed survey to [NAME] by [DATE]. We will use the info from each site to complete the full inventory to report to the state in aggregate.

Directions for completing the Technology Infrastructure Inventory
The spreadsheet is protected, except for the cells that need to be completed.

Questions 1-3 - Classroom Count: Enter the total number of classrooms at your site in the appropriate level. A classroom is defined as any space where students congregate for instruction.

Questions 4-37 - District-Owned Workstations, Laptops, and Other Devices: Count and record desktop computers, laptop computers, and peripherals by age of device. There are built-in formulas in the spreadsheet that will assist in calculating questions 46, 47, and 48.

Questions 43-45 - Computer Lab Usage for Online Testing: This may be a section that needs to be completed at the district level depending on how your district handles online testing.

Question 46 - Funding Source Student Desktops: This total will automatically sum the appropriate cells above. With the total, determine the funding source breakdown. The total %Allocated will be calculated automatically. We need this to equal 100%.

Question 47 - Funding Source Student Laptops: This total will automatically sum the appropriate cells above. With the total, determine the funding source breakdown. The total %Allocated will be calculated automatically. We need this to equal 100%.

Question 48 - Funding Source Tablet-Based Devices: This total will automatically sum the appropriate cells above. With the total, determine the funding source breakdown. The total %Allocated will be calculated automatically. We need this to equal 100%.

Question 77-86 - Classroom Digital Tools: Count and record the Classroom Digital Tools in the
appropriate cell. (NOTE: The totals entered for questions 85 and 86 should equal that entered in question 79 as all projectors identified in question 79 should fall into one of the two categories in questions 85 and 86.)

**Question 87 - Funding Source for Projectors:** This total will automatically sum the appropriate cell above. With the total, determine the funding source breakdown. The total % Allocated will be calculated automatically. This needs to equal 100%.

**Question 88 - Funding Source for Interactive Whiteboards:** This total will automatically sum the appropriate cell above. With the total, determine the funding source breakdown. The total % Allocated will be calculated automatically. This needs to equal 100%.

**Funding Source Key**

**General** = Items that can use this budget are less than $500. There should be very few laptops, desktops, interactive whiteboards and projectors that use this budget source.

**Capital** = Items that are over $500

**Levy/Bond** = Items that were purchased using funds from a successfully passed technology bond/levy referendum.

**Grants/Awards** = Desktops, Laptops, Interactive Whiteboards and Projectors that were purchased with a Grant/Award.

**Fundraising** = Desktops, Laptops, Interactive Whiteboards and Projectors that were purchased with Fundraising dollars.

**Donations** = Desktops, Laptops, Interactive Whiteboards and Projectors that were given to a building that meet the district donation policy.

**State** = Desktops, Laptops, Interactive Whiteboards and Projectors that were purchased with State dollars i.e. Compensatory Education Dollars (Comp. Ed), Targeted Services Dollars, Integration Revenue (Student Service Dollars)

**Federal** = Desktops, Laptops, Interactive Whiteboards and Projectors that were purchased with Federal dollars i.e. Title I dollars

Contact [NAME] if you have questions. Thank you.