

eProducts Supplemental Form

Please submit this form with your school Purchase Order.

To process your order, this form must be completed in its entirety.

DATE	DISTRICT NAME
PURCHASE ORDER NUMBER (P.O. must be attached)	

1. Please fill in the information for both contacts below so they can be emailed to activate subscriptions.

SUBSCRIBER CONTACT: RESPONSIBLE FOR ANSWERING ORDER QUESTIONS AND ACTIVATING SUBSCRIPTIONS.	
NAME	
TITLE	
TELEPHONE	BEST TIME TO CALL
EMAIL ADDRESS	

DISTRICT TECHNOLOGY CONTACT: RESPONSIBLE FOR INSTALLATION AND IMPLEMENTATION OF SOFTWARE.	
NAME	
TITLE	
TELEPHONE	BEST TIME TO CALL
EMAIL ADDRESS	

2. Please have the technology contact confirm understanding of system requirements by placing his/her initials next to each product purchased.

INITIAL	PRODUCT AND FULL INFORMATION WEBSITE	MINIMUM SYSTEM REQUIREMENTS* AND SPECIAL CONSIDERATIONS
	Science & Literacy www.NGSP.com/Science/eTools	Student loads required for full use of online materials. JAVA Required Online access is purchased on a per unit basis. Full SIS load of student, teacher, and administrator information is required for use.
	Online Coach For Inside: www.NGSP.com/Inside/eTools For Edge: www.NGSP.com/Edge/eTools	This is software that will be installed on student computers. Headsets are required to use the program. Mac or Vista OS computers require a USB headset or a USB adapter with the Andrea headset. Port 443 must be directly available for incoming and outgoing traffic without proxy. Full SIS load of student, teacher, and administrator information is required for use.
	Inside & Edge e-Assessment For Inside: www.NGSP.com/Inside/eTools For Edge: www.NGSP.com/Edge/eTools	Results can be obtained from online administration, OMR or OCR scanner scan and score. JAVA Required No print materials are required for online testing. Different answer sheets are required for each type of test administration with OMR scanners. Answer sheets are printed off the website for OCR scanning. Separate software purchase is required. Full SIS load of student, teacher, and administrator information is required for use.
	Student e-Edition For Inside: www.NGSP.com/Inside/eTools For Edge: www.NGSP.com/Edge/eTools	Adobe Flash is required for use. Subscriptions are seat licenses, not student licenses. Teacher information required to issue licenses.
	Avenues & High Point e-Assessment www.NGSP.com/HighPoint/eTools www.NGSP.com/Avenues/eTools	Header and Answer sheets required for each test administration. JAVA Required The Basics Level uses a different header and answer sheet than Levels A-C. OMR Scanner with Windows-based computer required to upload results. Teacher and administrator information required for us.
	High Point Diagnosis & Placement Inventory www.NGSP.com/HighPoint/eTools	High Point Diagnosis & Placement inventory requires a scanner, but is not part of e-Assessment. OMR Scanner with Windows-based computer required. No dataload required for use.

*For complete product implementation information, please visit the websites indicated above.

Please fax this form to 800-840-9807

3. Please answer the following questions for us to best support your district/school:

- Which operating system will be used? Windows Mac
- What is the first day of school for students in your district/school? (For Example 9/1/09) _____
- What is the start date for your 12 month student subscriptions? (For Example 9/15/09) _____

Please affirm that your district/school meets the technology requirements to implement this program and confirm that the program will begin and your district will be billed on the start date you have specified. Please have initialled above next to the system requirements for each of the products purchased to verify compatibility with the systems available in your district/school. Technology subscriptions are not refundable or transferable, and you will be responsible for coordinating with NGSP Customer Service to ensure your subscription activation. Please contact NGSP Customer Service at 888-915-3276 to initiate the subscription process within 90 days of purchase order submission or the order will be cancelled. Please return the completed import template, which you will receive by email, to NGSP 14 or more days prior to the subscription start date (date listed in question 3).

Subscriber Contact Signature

Subscriber Contact Printed Name

Date