

## **Data Drop Request Procedures**

1. Teacher submits request to campus principal for approval to have a new data drop added.
2. If approved, campus principal or designee submits technology work order requesting the data drop be added, under the campus category.
3. Upon receipt of work order, campus computer technician verifies that switch space is available for the additional data drop.
4. If space is available, campus computer technician emails technology secretary to submit a maintenance work order to have data cabling installed.
5. Maintenance notifies the technology secretary when data cabling is completed.
6. Technology secretary submits technology work order, under campus category, for campus computer technician to terminate the new line.
7. Upon completion, campus computer technician notifies end user that data drop is ready.

