K-20 Bandwidth Increase Request Form (K-12)

Steps to completing a K-20 Bandwidth Increase Request:

1) If you are a district, please contact your RITU at the ESD to complete this form. DITUs may fill out the form independently but we ask you inform your RITU and copy them on the form submission. DITUs may also work through the RITU to submit the request, if this is the case please mark RITU when prompted.

2) Before starting the Bandwidth Increase Request process, please:
   - Visit the K-20 Utilization Graphs page for your site: http://stats.wa-k20.net
   - Review the questions on page 2 of this form.

3) Contact the K-20 Program Office to discuss the request. We will cover any existing plans to upgrade the circuit current utilization and trends, the questions from page 2 and their potential impact to bandwidth utilization, and estimated timeframe for the upgrade to complete.

4) Once we've established an upgrade is in order, please complete the following form and submit to: K20bandwidth@k12.wa.us for OSPI approval.

5) After approval, the K-20 Program Office will work with the carrier to create a Statement of Work. Once we have the executed order, the site will be added to the Google docs so you'll have access to live status updates. The timeframe to execute the order will vary greatly by carrier so please ask the Program Office what to expect.

Contact Information

Site Name

RITU or DITU Support   ESD #

Current Demarc Address and Room Number

Shipping Address, No PO Boxes. If RITU, use ESD's

Site Contact Name and Title

ITU Contact Name

Phone Number

Phone Number

Email

Email

Bandwidth Request

Current Bandwidth (Mbps)   Requested Bandwidth (Mbps)   Requested Due Date

Additional Documentation and Rationale for Upgrade

Description of measures taken to reduce peak loading or manage bandwidth usage
(policies, caching, bandwidth management tools, filtering)

Current # of workstations: Projected # in 6 months: Projected # in 1 year:

Plans for additional network electronics:

Plans for additional sites or programs:

For OSPI Approval Only

Approved By   Approval Date

For K-20 Program Office Internal Use Only

Initial Contact   Received from OSPI   Priority

Work Order   Added to Google doc   Contractual Due Date

   Created

   Carrier Signed

   OFM Signed

   Returned