

**PLEASE COMPLETE THIS FORM AS SOON AS POSSIBLE. IT MUST BE FAXED TO THE SOFTWARE COPYRIGHT COMPLIANCE SECTION AT (213) 633-1290 AT LEAST ONE WEEK PRIOR TO YOUR VISIT DATE. THANK YOU.**

**LOS ANGELES UNIFIED SCHOOL DISTRICT**

Information Technology Division  
System Software and Security Administration  
Software Copyright Compliance Section

**School/Site** \_\_\_\_\_ **Loc. Code** \_\_\_\_\_ **Phone No.** \_\_\_\_\_

**Administrator** \_\_\_\_\_ **Date** \_\_\_\_\_

- 1) Who is the contact person regarding  
Administrative Systems \_\_\_\_\_ Classroom Systems \_\_\_\_\_
  
- 2) Have you held a faculty / staff meeting to discuss District Bulletin No. K-20 and software copyright compliance?
  
- 3) Do you have signed copies of the Software Code of Ethics for all faculty and staff members? Be sure to include TA's and Clerical Staff.
  
- 4) Have you prepared a software log or database?
  
- 5) Is there a centralized location where the software is kept? \_\_\_\_\_ Please provide a copy of your original media inventory to the team leader on the day of the visit.
  
- 6) Is there a centralized location for all purchase orders/license agreements for the software on your computers? \_\_\_\_\_ A copy of all purchase orders for software, hardware and licenses will be needed for our files.
  
- 7) How many computers are at this site?  
Window Laptops \_\_\_\_\_ Mac Laptops \_\_\_\_\_ Window Desktops \_\_\_\_\_ Mac Desktops \_\_\_\_\_

**\*\*\*\*\* (Laptops must be on site and available for inspection on the day of the visit.) \*\*\*\*\***

- 8) Please prepare a site map indicating in which rooms or offices computers are located.
  
- 9) Please prepare a list of your SIS workstations indicating where they are located.

**Administrator's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_