

WISD Server Drive Space Request

WISD Technology Department

Requester's Name _____

Date drive space to be increased: _____ Date drive space to be closed _____

Campus _____

Purpose for increase: (Detail explanation of software used and files being stored)

List of directories to be increased (ex. User/application)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Calculate space per directory: (space in KB or MB) ex: 6 directories X 1MB = 6 MB

Principal Signature _____

Date _____

<i>For Technology Department Use Only</i>		
Request Approved _____	Date _____	See note on back _____
Request Denied _____	Date _____	
Server Processed _____	Date _____	