Instructions for Completing the Technology Readiness Tool (TRT)

Under **§3921.2. Statewide Educational Technology Plan**, districts must submit the required information, ensuring they meet the standards for devices, Internet bandwidth, software applications, and local network capacity to provide a high-quality digital instructional environment.

These instructions will guide you through completing the Technology Readiness Tool (TRT). This tool helps us collect information about technology infrastructure across districts and individual schools. The TRT is due November 1, 2025, and will be used for the school system's digital footprint. Your timely and accurate submission helps ensure we have the data necessary for technology planning and support. Should you have any questions, please contact EdTech@la.gov.

Please follow the steps below to ensure a smooth submission process.

Step-by-Step Instructions:

1. **Prepare Your District-Level Information**

   To prepare the district-level information that will be collected, please make a copy of the **District TRT Collection Planning Sheet**. This sheet contains the fields required on the district-level TRT submission form and can be used to prepare your responses in advance.

2. **Prepare Your School-Level Information**

Before submitting the district-level form, you must complete the school-level data.

- **Make a Copy** of your district's collection sheet from the **TRT Collection Resources** to complete the school-level information.
- Fill in the Required Data: Enter all required information for each school in your district. Please ensure the data is accurate and complete.

3. Complete the District-Level Form

Once you have gathered the school-level information:

- Fill out the district information in the **2025 TRT District Collection Form**.
- Ensure all district-level fields are completed.

4. Upload Your School Collection Spreadsheet

When submitting the district-level form, you will be prompted to upload your school-level data:

- Save your school-level information as an Excel file.
- Upload the completed file where indicated in the form submission process.

5. Submit Your Form

After uploading your school-level Excel file and completing the district form, review all information and submit your district's TRT data through the **2025 TRT District Collection Form**.