

Instructions for Completing the Technology Readiness Tool (TRT) Submission Form

Under [R.S. 17:3921.2](#), the Statewide Educational Technology Plan, school systems must provide technology information to support statewide planning and ensure that students have access to a high-quality digital instructional environment, including appropriate devices, internet bandwidth, software applications, and local network capacity.

The Technology Readiness Tool (TRT) enables the Louisiana Department of Education (LDOE) to collect consistent data on technology infrastructure from school systems and individual schools. TRT data will inform each school system's digital footprint and support future state and local technology planning. Please contact digitallearning@la.gov with questions.

Submission instructions:

Step 1: Access the TRT Collection Template

- Download or make a copy of the [2026 TRT Collection Template](#). Use this single workbook to complete all requirements for your school system.

Step 2: Complete the School System Data Tab

Navigate to the first tab, "School System Data."

- Enter system-wide information, including student/staff totals, system-wide bandwidth, internet safety policies, and hardware upgrade plans. (Note: student and staff counts should reflect totals for the 2026-2027 school year)
- Ensure all system-level fields are accurate, as this provides the overview for your entire school system.

Step 3: Complete the School System Data Tab

Navigate to the "School Data" tab

- Enter specific infrastructure and device data for each school in your system.
- Provide detailed counts for device types (Chromebooks, Windows, Macs, etc.) and their "End of Life" dates.
- Verify that site codes and school names match official records.

Step 4: Complete the AI Tools Utilized Tab

Navigate to the "AI Tools Utilized" tab

- List the specific AI tools (if any) that your system uses across various categories, including:
 - **Instructional Planning & Teacher Productivity**
 - List tools utilized for lesson planning, rubrics, worksheets, emails, summaries, reports, presentations, and general staff productivity tools.
 - **Student Learning & Tutoring**
 - Tools that provide HQIM-aligned scaffolds, practice, feedback, support, and intervention while preserving student thinking and teacher judgment.
 - **Assessment, Feedback, & Academic Integrity**
 - List tools utilized for AI-supported grading, formative feedback, item generation, writing feedback, plagiarism tools, AI detection, and proctoring tools.
 - **Accessibility & Learner Support**
 - List tools utilized for translation, captioning, transcription, text-to-speech, speech-to-text, reading support, accommodations, and assistive technology.
 - **Operations, Data, & Security**
 - List tools utilized for data analytics, early warning systems, cybersecurity tools, content filtering, workflow automation, SIS/LMS AI features, and locally-built AI tools.

Step 5: Review

Once all three tabs (School System Data, School Data, and AI Tools) are complete:

- Review for Accuracy: Ensure no required fields are left blank, and that data is consistent across the workbook.
- Save Your File: Save the completed workbook as an Excel file using the naming convention: **[School System Name]_2026_TRT_Data**.

Step 6: Submit

Submit the 2026 TRT Collection workbook to the [2026-27 LDOE Technology Readiness Tool \(TRT\) Data Response Jotform](#).

Submission Window

- The submission window will open on **August 13**.
- The submission window will close on **October 15**.