



COMMONWEALTH of VIRGINIA
Department of Education

November 15, 2013

TO: Division Superintendents

FROM: Patricia I. Wright, Superintendent of Public Instruction

SUBJECT: Shape the Future Discount Program and Student Advantage from Microsoft

Microsoft has approved all public K-12 schools in the Commonwealth for the Shape the Future discount on Windows® 8 Pro (National Academic Only) or Windows® 7 Professional (National Academic Only). This program offers Virginia schools a discount on new device purchases with the above operating systems.

Schools purchasing new Windows devices should provide the attached Letter of Eligibility (LOE) to their reseller or Original Equipment Manufacturer (OEM) to receive a quote reflecting the Shape the Future discount before ordering. This is not a rebate program and the discount will be taken off the cost of the device. Those purchasing through the Virginia Information Technologies Agency (VITA) will also be able to use the discount.

Beginning December 1, 2013, Microsoft's [Student Advantage](#) offers any education institution worldwide that licenses Office 365 ProPlus or Office Professional Plus for staff and faculty the benefit of providing access to Office 365 ProPlus to students at no additional cost.

If you have questions or would like to learn more about Shape the Future or Student Advantage, please contact Kevin Dean, Account Executive, with Microsoft Education at Kevin.Dean@microsoft.com.

PIW/TM/jw

Attachment:

- a. [Shape the Future Letter of Eligibility](#) (PDF)