

Beloit Special Education Co-operative  
Mitchell, Jewell and Lincoln Counties  
PO Box 506                      Beloit, KS 6420

**REQUEST FOR COLLEGE CREDIT INSERVICE HOURS**

Requests for pre-approval of college credit inservice hours are to be made to the director of Special Education. Permission will be granted by the administration if deemed as directly applicable to the employee's current responsibilities. The request to the director is to be in writing.

Date request submitted: \_\_\_\_\_

Name of person making request: \_\_\_\_\_

Name of class: \_\_\_\_\_

Location of class: \_\_\_\_\_

Semester to enroll: \_\_\_\_\_

Number of college credits: \_\_\_\_\_ Inservice points requested: \_\_\_\_\_

Course Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of person making request

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Request approved \_\_\_\_\_

Request denied \_\_\_\_\_

\_\_\_\_\_  
Director of Special Education

\_\_\_\_\_  
Date