

FULL APPROVAL FOR DIRECTOR OF SPECIAL EDUCATION

Note: Documentation that supports the following statements must be maintained in this candidate's file for audit purposes. The employing school district and intermediate school district retains all responsibilities related to the accuracy of this request.

Candidate's Last Name: _____ First Name: _____ MI: _____

Birth Year: _____

ISD Name: _____ LEA Name: _____

Program Category: Director of Special Education University/College: _____

Effective Date: _____ School Year: _____

Yes No

- | | | |
|-----------------------|-----------------------|--|
| <input type="radio"/> | <input type="radio"/> | 1. This candidate holds full approval or endorsement in at least 1 area of special education. (attach copy) |
| <input type="radio"/> | <input type="radio"/> | 2. This candidate holds a master's degree or higher. |
| <input type="radio"/> | <input type="radio"/> | 3. Three years of successful professional practice or administrative experience in special education, or a combination of practice and experience. |
| <input type="radio"/> | <input type="radio"/> | 4. The ISD has received a copy of the REC:ADMIN form from the candidate's Michigan university/college of training with a recommendation for full approval as a director of special education showing that the candidate has completed all educational requirements (30 semester hours or equivalent hours of graduate credit) including a 200-clock-hour practicum. If the REC:ADMIN form was previously received indicating all educational requirements have been met, then a new REC:ADMIN form for this request is not needed. |
| <input type="radio"/> | <input type="radio"/> | 5. Personnel signatures by the employing superintendent and ISD. |

PERSONNEL SIGNATURES:

Candidate's Signature Date

LEA/Employer Signature Date

ISD Superintendent/Designee Signature Date

Return to: _____

(ISD Contact) _____

Telephone #: _____

E-mail: _____

cc: Intermediate School District
School District
Candidate
University/College (if applicable)