

**AR-SERC
1401 West Capitol, Suite 425
Little Rock, AR 72201-2936**

DVD CHECK-OUT PROCEDURES:

An assortment of DVD's on the co-teaching model are available for short-term loan. The principal or special education supervisor must sign the DVD request form. The DVD will be shipped in time to be received by the date requested. It must be returned within 4 working days of the date requested. Arrangements with the carrier should include shipping insurance for the value of \$200. Return label should be completed as follows:

**Debbie Fleming
AR-SERC
1401 West Capitol, Suite 425
Little Rock, AR 72201-2936
Phone: (501) 319-7333
FAX (501) 379-8387**

DVD REQUEST

DVD Title: _____

Name: _____

Position: _____

Building: _____

Address: _____

Telephone: _____

E-Mail: _____

Date Needed:

I agree to return this video by insured carrier at the value of \$150 within 4 working days of the above "Date Needed" to AR-SERC.

Signature

Return To:

**Debbie Fleming
AR-SERC
1401 West Capitol, Suite 425
Little Rock, AR 72201-2936
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