



(ODR only)

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OFFICE OF DISPUTE RESOLUTION AUDIO/TRANSCRIPT REQUEST FORM

REQUEST FOR:

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OR, IN THE ALTERNATIVE,

B. Transcript of Proceedings: One (1) Paper Copy OR One (1) Electronic File

2. Copy of the Certified Record OAG Non-OAG

(Please attach a copy of your filed appeal to the Court with this request; see instructions below)

3. Copy of HOD

PLEASE PROVIDE THE FOLLOWING INFORMATION:

1. Student's Name: _____ DOB: _____

2. Case Docket Number: _____

3. Date(s) of Hearing for the Request: _____

1. 2. 3. 4. 5.

4. Hearing Room(s) _____

1. 2. 3. 4. 5.

5. Hearing Officer: _____

I CERTIFY that I am authorized to receive a copy of the document requested, in that I am (check one) the:

Parent in this matter:

Hearing Officer in this matter:

Current Counsel of Record for the Parent in this matter, AND I am requesting this record at the client's request:

Current Counsel for the LEA in this matter, AND I am requesting this record at the client's request:

LEA representative in this matter

Other (Please indicate)

Please provide the contact information below so that we may contact you if necessary. We will deliver the requested document to the email address or mailing address that you provide:

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Instructions and Information:

1. Requests for an audio of the proceedings may take up to 6 business days to fulfill. A request for a transcript of the proceedings, or a request for a copy of a certified rerecord, may take up to 30 calendar days to fulfill. Please plan accordingly; the Office of Dispute Resolution does not expedite requests.
2. All requests for records must be submitted to the Office of Dispute Resolution on this form, in person or electronically. Emails without the request form, and verbal requests, will not be considered properly filed.
3. All requests will be considered received based on the date that the request was file stamped "received" at the Office of Dispute Resolution.
4. All requests are fulfilled in the order received.
5. A requestor may only receive 1 copy of the item requested.
6. Non-OAAG requests for certified records must include a stamped copy of page 1 of the appeal for verification.
7. Unless otherwise noted, all requests will be fulfilled electronically. Requests for paper copies, files or transcripts will be mailed to the address indicated on page 1 of this request.

Office of the State Superintendent of Education

Office of Dispute Resolution

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