



Office of the



State Superintendent of Education

**STUDENT HEARING OFFICE
AUDIO/TRANSCRIPT REQUEST FORM**

REQUEST FOR:

Date Request Filed: _____ (SHO only)

Date Request Fulfilled: _____ (SHO only)

1. Check one option:

A. Audio Copy of Proceedings:

One (1) _____ CD Version OR One (1) _____ Electronic File

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) _____

(Name)

(Date)

(Signature)



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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:

Email address: _____

Address: _____

Contact Phone (1): _____ Contact Phone (2): _____

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 record, may take up to 30 calendar days to fulfill. Please plan accordingly; the Student Hearing Office does not expedite requests.*
- 2. All requests for records must be submitted to the Student Hearing Office 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 Student Hearing Office.*
- 4. All requests are fulfilled in the order received.*
- 5. A requestor may only receive 1 copy of the item requested.*
- 6. Non-OAG 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.*