



**DISTRICT OF COLUMBIA
OFFICE OF ADMINISTRATIVE HEARINGS
441 4TH STREET, NW, SUITE 450 NORTH
WASHINGTON, DC 20001-2714**



Tel: (202) 442-9094 • Fax: (202) 442-4789 • Email: oah.filing@dc.gov

Student Name: _____

School Attending: _____

Student ID #.: _____

Request for an Audio Recording of a Hearing in a DCPS Case

*You may use this form to request a copy of an audio recording of a hearing held by the Office of Administrative Hearings (OAH) for the above referenced case. OAH uses digital recording programs to record all hearings. Recordings can be delivered by mail, picked up at OAH, or accessed electronically. If you request electronic access, you must have a PC or laptop with internet access to access and play the hearing. If you request mail delivery or pick up, OAH will provide the recording on a CD or DVD, so you must have a device capable of playing the CD or DVD to hear the recording. **Please allow five business days for OAH to process your request.***

Audio recordings of DCPS hearings will be provided at no cost to the parent. Positive identification is required. Only the parent, eligible student (or legal representative), and DCPS officials may request a recording and must file this form in person at OAH to prove identity.

Hearing Date:	
Hearing Room Number (if known):	
The presiding Administrative Law Judge:	

Please provide your contact information and select a delivery method:

Name: _____

Address: _____

Telephone: _____

Email: _____

I request a copy of the audio recording by (choose one):

- Pick up (When the CD/DVD is ready for pick up, you will receive notification.)
- Mail
- Electronic Access (You must create a free Box account to access the recording. OAH will email you instructions on how to create an account and access the recording.)