|  |  |
| --- | --- |
| Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Attending: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Student ID #.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Request for Audio Recording of Hearing**

**DCPS Case**

*You may use this form to request a copy of the audio recording of the hearing held by the Office of Administrative Hearings (OAH) for the above referenced matter.* ***Please allow five business days for OAH to process your request.***

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

**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.**

**Please provide your information below. OAH will contact you when the recording is ready for pick-up.**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞎 I consent to receive documents by email (OAH Rule 2841.16)

The Office of Administrative Hearings (OAH) uses a digital recording application/program FTR to record all hearings. To playback your hearing(s), you must have a PC or laptop with internet access. For recommended system requirements, please refer to [www.fortherecord.com](http://www.fortherecord.com)/download. FTR player plus™ is an audio playback program that’s available as a free download from the FTR website ([www.fortherecord.com](http://www.fortherecord.com)/download) for those who need to playback an audio recorded hearing by OAH.