

**OFFICE OF ADMINISTRATIVE HEARINGS
STATE OF CALIFORNIA
GENERAL JURISDICTION DIVISION**

**Teacher/Classified Employee Reduction in Force
Request to Set**

Case Information

Date

Name of Person Submitting Request

This request is for (If filing for both, please file separate Request to Set for each)

Teachers

Classified Employees

Number of Respondents Noticed for Lay-off

District Board Contact Information

Name of District

District's Contact Name

Mailing Address

Telephone

Email

District Attorney/Representative Contact Information

Name

Mailing Address

Telephone

Email

Respondent Attorney/Representative Contact Information

Name

Mailing Address

Telephone

Email

Hearing Type Requested

Virtual Hearing

In-Person Hearing/Hybrid Hearing

Time Estimate for Hearing

Hours

Days

Start Time

Hearing Location

A Pre-Hearing Conference is Requested for the Following Reasons

Respondent Attorney/Representative Preferred Dates for Hearing

Dates Unacceptable

Standardized Testing Dates

Spring Break Dates

Have Respondent Attorney/Representatives Received a Copy of This Request to Set?

Yes

No

Have Respondent Attorney/Representative Agreed to Preferred Dates?

Yes

No

The District Shall Provide a Court Reporter for Each Day of Hearing

***If you are aware of other districts in the same general location that are likely to be requesting hearings, please note the names of those districts on a separate sheet and submit to OAH.

For E-filing <https://www.applications.dgs.ca.gov/oah/oahsftweb>

NOTICE: This is not a reservation of dates. Completion of this form does not guarantee that you will receive the hearing dates requested. Dates are subject to availability at the time OAH processes this form.

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Privacy Notice

This notice is provided pursuant to the Information Practices Act of 1977 (Civil Code, Section 1798 et seq.).

All information and records submitted to OAH may be subject to disclosure in accordance with the California Public Records Act (Government Code, Section 6250 et seq.), and other applicable authority unless expressly prohibited by law. Proceedings before OAH and records held by OAH are public unless otherwise provided by statute (Government Code, Section 11425.20). For example, the Family Educational Rights and Privacy Act (FERPA 20 United States Code Section 1232(g)) recognizes privacy rights to educational records in certain limited circumstances. It is the obligation of the parties to determine if case filings or proceedings require privacy protections. OAH cannot provide legal advice.

The Information Practices Act requires OAH to provide notice to individuals who submit personal information to OAH.

- 1) This notice does not apply to information provided by an agency or to routine contact information collected by OAH for the purpose of identification or communication regarding the case.

- 2) To the extent this form seeks information about a need for accommodation, OAH requests the information for the sole purpose of making a determination about the accommodation an individual is seeking. An individual seeking an accommodation is not required to use this form; it is provided as a convenience only. OAH can request this information in accordance with the Americans with Disabilities Act (42 United State Code Section 12101 et seq.).

- 3) Requests for Public Records or information maintained in accordance with the Information Practices Act shall be directed to the OAH Public Records Officer, 2349 Gateway Oaks Drive, Suite 200, Sacramento, CA 95833, (916) 263-0550, or OAHPR@dgs.ca.gov.