

**OFFICE OF ADMINISTRATIVE HEARINGS
STATE OF CALIFORNIA
SPECIAL EDUCATION DIVISION**

**Instructions for Ordering the Certified Special Education
Administrative Records**

The administrative record in a special education case is made up of two parts: (1) a written record of what was said during the hearing, the hearing Transcript); and (2) a record of the documents filed before, during, and after the hearing, the O-A-H Clerk's Record).

Hearings before the Special Education Division are electronically recorded by the Administrative Law Judge presiding over the hearing. Through O-A-H, parties may obtain a written transcript, an audio recording of the oral proceedings, or a copy of the complete administrative record.

To order any part of the administrative record from O-A-H, parties should complete and submit a Certified Administrative Record Order (D-G-S-O-A-H 8) request to the Administrative Record Coordinator. Parties may order a complete transcript or the audio recordings of the proceeding, or a partial transcript or audio recordings of the hearing, limited by date, topic, or witness. However, O-A-H cannot provide parties with transcripts or other certified records, until a final decision has been issued. Hearing audio is available at any time, either on disc or via an internet accessible download link.

Parents

Parents or their representative are entitled to one copy of the administrative record at no cost within the standard processing time. Parents will be charged for additional copies of the administrative record, audio recordings on disc, or for expedited processing.

School Districts/Other Parties

School districts and other parties must pay in advance for transcripts, certified records, and copies of audio recordings on disc.

If necessary, upon receipt of the Certified Administrative Record Order, the Administrative Record Coordinator will issue a cost estimate within three business days. OAH will not prepare your record until it has received payment, either by check, money order, or credit card.

Public Records Act Requests

Public Records Act requests are different than requests for certified copies of the administrative record. Requests for OAH public records may be submitted to OAHPRA@dgs.ca.gov. For additional information, please visit the OAH website at <http://www.dgs.ca.gov/oah/>.