

# Louisiana Department of Education

## Due Process Hearing Request Form

Use this form to request a copy of a due process hearing decision in the custody and control of the LDOE. (If you want the decision from a due process hearing and you are a party to the case, do not use this form. Instead, contact the Division of Administrative Law's (DAL) Clerk's Office to obtain a file-stamped/certified copy of the decision.) There may be costs associated with this request depending on the delivery format you choose for the response. All costs must be paid in advance. You may submit the form online by filling it out completely and clicking on the "Submit" button at the bottom. To print and send this form to LDOE by mail or fax, please click [HERE](#) to download the form.

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**First Name \***

**Last Name \***

**Organization**

If Applicable

**Mailing Address \***

Street Address

SState / Province / Region

Postal / Zip Code

Country

**Email Address \***

**Telephone Number \***

**Fax Number**

**LDE Log/DAL Docket Number**

If applicable

## Description of Decision/Information Requested\*

Attach Document

**UPLOAD**

### Delivery Format Options

The decision(s) can be provided to you in one of several delivery formats: email, hard copies, and downloaded to CD. Decision copies delivered via emailed to you are available at no cost. There are costs for hard copies of the decision(s) or if you want the decision(s) downloaded to a CD.

**Select One\***

No cost delivery format options

Costs delivery format options

Date of Request

Signature

**SUBMIT**

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\* Please be as specific as possible to ensure your request is accurately processed. If you need additional space, you may add an additional page to this request by attaching a document.