

**SAMPLE CERTIFICATION OF THE RECORD FORM**

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PARENT NAME, on behalf of  
STUDENT,<sup>1</sup>

Petitioner,

Case No. \_\_\_\_\_

vs.

\_\_\_\_\_, Hearing Officer

LEA,<sup>2</sup>

Respondent.

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**CERTIFICATION OF THE RECORD**

The record before me as the Hearing Officer in this matter consists of the following:

[INDIVIDUALLY LIST ALL DOCUMENTS AND OTHER TANGIBLE ITEMS THAT ARE INCLUDED IN THE RECORD.<sup>3</sup> A BRIEF DESCRIPTION OF THE DOCUMENT OR OTHER TANGIBLE ITEM, AS WELL AS ITS DATE, SHOULD BE PROVIDED.<sup>4</sup> FOR EXAMPLE:]

1. Administrative Due Process Complaint dated \_\_\_\_\_;
2. Notice of Hearing Officer Appointment dated \_\_\_\_\_;
3. Resolution Process Order dated \_\_\_\_\_;
4. Resolution Meeting Disposition Notice dated \_\_\_\_\_;

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<sup>1</sup> Include the student’s name if the student is a minor. For an adult student, simply list the name of the student.

<sup>2</sup> Hearing Officers should identify the LEA that was party to the particular case.

<sup>3</sup> Hearing Officers who opted to enter into the record all documents and other tangible items that constitute the record of the due process hearing as “Hearing Officer Exhibits” at the start of the hearing, may simply reference same as, “Hearing Officer Exhibits 1 through \_\_\_\_\_.”

<sup>4</sup> Each email does not need to be individually listed. The packet of emails may be listed as one item identifying the packet as “email correspondence” and providing the date range (e.g., “Various email correspondence by and between the parties and/or the Hearing Officer from \_\_\_\_\_ to \_\_\_\_\_, with Index.”). An index should be included that consists of, at a minimum, the following information: date, sender, recipient, and subject matter.

5. Notice of Prehearing Conference dated \_\_\_\_\_;
6. Prehearing Conference Summary and Order dated \_\_\_\_\_;
7. Petitioner Exhibits 1 through \_\_\_\_\_.<sup>5</sup>
8. Respondent Exhibits 1 through \_\_\_\_\_.<sup>6</sup>
9. The written [or electronic] transcript(s) of the hearing.
10. Findings of Fact and Decision/Order of Dismissal dated \_\_\_\_\_.

I, \_\_\_\_\_, the Hearing Officer in this matter, do hereby certify that the attached record is accurate and encompasses the entire record in the above-entitled matter as of this date.

I further certify that the materials forwarded herewith are the original or a true copy of the original documents and/or other tangible items that constitute the record in this matter.

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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Hearing Officer

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<sup>5</sup> Only list the exhibit numbers of those exhibits that were actually admitted into record.

<sup>6</sup> Only list the exhibit numbers of those exhibits that were actually admitted into record.