

Los Angeles Unified School District  
Division of Special Education

**DIRECTIONS TO FILE FOR DUE PROCESS**

- 1.) Download the Mediation Complaint Forms or the Formal Due Process forms at [www.oah.dgs.ca.gov](http://www.oah.dgs.ca.gov) or call (916) 263-0880 to request forms by mail.
- 2.) If you need assistance in completing this form or have questions about the due process hearing and mediation process, assistance is available by contacting the Office of Administrative Hearings at the numbers identified below.

Office of Administrative Hearings, Special Education Unit  
2349 Gateway Oaks Suite #200  
Sacramento, CA 95833  
Phone: (916) 263-0880  
Fax: (916) 376-6319

- 3.) Send **all** the pages of the Complaint Form by fax or mail to **both**:

- A) California Office of Administrative Hearings  
Special Education Division  
2349 Gateway Oaks Drive, Suite 200  
Sacramento, CA 95833-4231  
Fax: (916) 376-6319
- B) Due Process Department  
Division of Special Education  
Los Angeles Unified School District  
333 S. Beaudry Ave, 17<sup>th</sup> Floor  
Los Angeles, CA 90017  
Fax: (213) 241-8917

**\* Failure to provide the Complaint Form to both of the locations listed above may result in a delay or dismissal of your complaint.**