

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

## **INSTRUCTIONS FOR THE ADDITIONAL PARTICIPANT INFORMATION SHEET**

The attached form is intended to be added to the Participant Information for Prehearing Conference form.

When adding each separate additional sheet be sure to

1. Add the page number to the lower left corner of the Additional Sheet. The first Additional Sheet added will begin with the number 4 as the Participant Information for Prehearing Conference form consists of 3 pages. Do not include this instruction page.
2. Be sure the total number of pages indicated on the Participant Information for Prehearing Conference form includes the number of additional sheets attached.
3. Complete the identifying information at the top of each additional sheet to ensure that all pages are included in your Participant Information documents.
4. When completing the information on this additional sheet follow the same instructions as for the Participant Information for Prehearing Conference form.

**ADDITIONAL PARTICIPANT INFORMATION FOR:**

**CASE NAME:**

**OAH CASE NUMBER:**

**PARTY COMPLETING FORM:**

<b>PARTICIPANT'S NAME AND ROLE , E.G. ATTORNEY/ PARTY/WITNESS</b>	<b>DIRECT EMAIL ADDRESS AND LANGUAGE NEEDED IF AN INTERPRETER IS REQUESTED</b>	<b>DIRECT PHONE NUMBER</b>	<b>TECHNOLOGY - COMPUTER</b>	<b>TECHNOLOGY - WEBCAM</b>	<b>TECHNOLOGY- INTERNET</b>

Page        of