

THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK

CHARTER SCHOOL OFFICE  
ROOM 5N EB Mezzanine, 89 WASHINGTON AVENUE, ALBANY NY, 12234  
Tel. 518/474-1762; Fax 518/474-7558; [charterschools@nysed.gov](mailto:charterschools@nysed.gov)

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The charter school's district of location is required to provide the following required documentation to the Charter School Office:

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2. Written confirmation that this hearing was held, no later than the \_\_\_\_\_ following the hearing.
3. Copies of any and all written records or comments generated from this hearing within \_\_\_\_\_ after the hearing.
4. \_\_\_\_\_ (shown below) outlining the date and time of the hearing, the number of people who attended, the number of speakers, the number of people in favor, and the number of people opposed, and any comments received \_\_\_\_\_ :

“The required public hearing was held by the \_\_\_[full name of School District/New York City Department of Education] on \_\_\_[Date]\_\_\_, 20[YY]. \_\_\_[Number]\_\_\_ people attended, and \_\_\_[Number]\_\_\_ spoke. \_\_\_[Number]\_\_\_ were in favor of the [renewal/revision/merger] and \_\_\_[Number]\_\_\_ were opposed.”

All documentation listed above must be submitted to [charterschools@nysed.gov](mailto:charterschools@nysed.gov). The subject line of the e-mail should read “[Name of Charter School] Public Hearing.”

In addition, as stated above, the Board of Regents welcomes all public comments on the proposed application, including those related to the programmatic and fiscal impact of the proposed application on other public and nonpublic schools in the area. Comments can be submitted during the public hearing or can be submitted to [charterschools@nysed.gov](mailto:charterschools@nysed.gov) with a subject line of School District Response to [Name of Charter School] Application.”

Thank you for your assistance with this matter. If you have any questions, please contact the Charter School Office at [charterschools@nysed.gov](mailto:charterschools@nysed.gov) or (518) 474-1762.