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

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1. A copy of the public hearing notice, at the time of dissemination.
2. Written confirmation that this hearing was held, no later than the next business day following the
hearing.
3. Copies of any and all written records or comments generated from this hearing within 15 business days
after the hearing.
4. A summary (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 in the following format:

“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. 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 o