



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)

**To:** School District in which

Please note that pursuant to Education Law §2857(1) and 8 NYCRR §119.4 (available at <http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/law.html>), the school district of location is required to hold a public hearing to solicit comments from the community in connection with the foregoing application. The hearing, which is required to be held within the community that is potentially impacted by the charter school, must be held within 30 calendar days of receipt of this letter.

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

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](mailto:charterschools@nysed.gov). The subject line of the e-i4[(f)1018]T0 T