



**The University of the State of New York**  
The State Education Department  
Teacher Tenure Hearing Unit  
EBA Room 987  
Albany, New York 12234

Ph: (518) 474-0004  
Fax: (518) 402-5940

(01/24)

**Notice of Determination of Probable Cause on Education Law §3020-a or §3020-b Charges**

**Instructions:** This Notice must be served on the tenured employee along with a copy of the Education Law §3020-a or §3020-b charges, the Rights of Tenured Employees form and the Hearing Request/Waiver form.

**Tenured Employee Information**

Name

Address

Address

City, State, Zip

Date Charges Filed:

Date of Executive Session:

Please be advised that at a meeting in executive session on the above date the school district identified herein has found that there is probable cause for Education Law §3020-a or §3020-b charge(s) against you. The specific charges are attached to this form. Within ten (10) days of receipt of these charges, you must elect to request a hearing before an impartial hearing officer, or waive your right to such a hearing. Should you fail to so request or to waive your right to a hearing within the specified ten days, the district clerk or the secretary of the board of education will notify both you and the Commissioner of Education that a waiver has been deemed to have occurred and that the board of education will meet to determine the case and fix the penalty or punishment, if one is to be imposed.

District Name

Address

Phone 1

Address

Phone 2

City, State, Zip

Fax

Contact Name

Email

Name

Date