



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 Need For a Hearing on Education Law §3020-a or §3020-b Charges

Instructions: The District Clerk or the Secretary of the Board of Education must upload this form on TEACH within 3 working days of receipt of the Request for a Hearing. A copy of the Hearing Request/Waiver form and the Affidavit of Service of the charges upon the tenured employee must be attached. A copy of this form and all attachments must also be sent to the employee or the employee's attorney if the employee has designated an attorney.

Tenured Employee Information

Name		SSN	
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School District Information

District Name		Phone	
Contact Name		Email	

Hearing Information

Hearing Type	<input type="checkbox"/> Standard §3020-a	<input type="checkbox"/> Expedited §3020-a(3)(c)(v) (Certificate Revoked)	<input type="checkbox"/> Expedited §3020-a(3)(c)(i-a)(A) (Misconduct for Physical or Sexual Abuse)
		<input type="checkbox"/> Expedited §3020-b(3)(c)(v)(A) (Two Ineffective APPR Ratings)	<input type="checkbox"/> Expedited §3020-b(3)(c)(v)(B) (Three Ineffective APPR Ratings)

Hearing Location		Estimated # of Hearing Days	
Address			
Address		Date Charges Served	
City, State, Zip			

School Attorney Information

(If in the Charge Transmittal form, write "already provided")

Firm Name			
Attorney Name		Phone 1	
Address		Phone 2	
Address		Fax	
City, State, Zip		Email	

Teacher Attorney Information

(If in the Hearing Request form, write "see attached")

Firm Name			
Attorney Name		Phone 1	
Address		Phone 2	
Address		Fax	
City, State, Zip		Email	