



**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)

**Education Law §3020-a or §3020-b Charge Transmittal Form**

**Instructions:** The District Clerk or the Secretary of the Board of Education must upload this form to TEACH when the Board of Education has found that there is probable cause to bring charges against a tenured educator. A copy of the Notice of Probable Cause and the Charges voted on by the Board must be uploaded to TEACH with this form.

**Tenured Employee Information**

Name		SSN	
Address		DOB	
Address			
City, State, Zip			

District Name			
Address		Phone 1	
Address		Phone 2	
City, State, Zip		Fax	
Contact Name		Email	

Date Charges Filed:		Date of Executive Session:	
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**Charge Detail:** Please attach the charges

<b>Nature of Charges:</b> (Check all that apply)	<input type="checkbox"/> Immoral Character	<input type="checkbox"/> Lack of Certification	<input type="checkbox"/> Incompetence
	<input type="checkbox"/> Misconduct	<input type="checkbox"/> Conduct Unbecoming	<input type="checkbox"/> Neglect of Duty
	<input type="checkbox"/> Insubordination	<input type="checkbox"/> Corporal Punishment	<input type="checkbox"/> Sexual Harassment

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