



CHARTER SCHOOL OFFICE
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To: School District in which Richmond Preparatory Charter School is Located
Public and Nonpublic Schools in the Same Geographic Area as Richmond Preparatory Charter School

From: Lisa Long, Executive Director

Subject: Notice of Receipt of and Pending Action on Charter School Renewal with Revision

Date: September 19, 2025

Name of Charter School: Richmond Preparatory Charter School
BEDS Code: 353100861148
District/CSD of Location: New York City Geographic District #31
District(s) Required to Hold a Hearing: New York City Geographic District #31
Deadline to Hold Hearing: 10/20/2025 (30 calendar days)
Type of Request: Renewal with Revision
Current Charter Term: 9/01/2021-6/30/2026
Proposed New Charter Term: 7/01/2026 - 6/30/2031
Management Company: NA
Grades Served in the Current Academic Year: 6-10
Approved Grades and Maximum Enrollment: 6-10; 540
Proposed Revision: A revision requested by this charter school to increase its grade span to add Grade 11 through Grade 12 to its current Grade 6 through Grade 10 configuration. A determination regarding this revision has not yet been made and is currently under review by the New York State Education Department.

Proposed Renewal Term Grade Levels and Proposed Enrollment Requested by the School

	Year 1 2026 to 2027	Year 2 2027 to 2028	Year 3 2028 to 2029	Year 4 2029 to 2030	Year 5 2030 to 2031
Grade Configuration	Grade 6 – 11	Grade 6 – 12	Grade 6 – 12	Grade 6 – 12	Grade 6 – 12
Total Proposed Enrollment	420	420	420	420	420

The application of this school is being reviewed for possible action at an upcoming Board of Regents meeting. You are receiving this notice since the school is located in your school district and/or your school is located in the same geographic region as the charter school seeking this proposed action. If you are not the school's district of location, as indicated above, nothing further is required. However, if you seek to provide public comment regarding this proposed revision, additional information on how to do so is provided below.

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. 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 on other public and nonpublic schools in the area. Comments can be submitted during the public hearing or can be submitted to charterschools@nysed.gov with a subject line of “School District Response to [Name of Charter School] Application.”

Thank you for your assistance with this matter. If you have any questions, please contact the Charter School Office at charterschools@nysed.gov or (518) 474-1762.