

The University of the State of New York  
The State Education Department  
Teacher Tenure Unit  
Education Building Annex, Room 981  
Albany, New York 12234

Request by Tenured School District Employee  
for Hearing on Charges  
Brought Against the Employee  
Section 3020-a, Education Law

To: (Board of Education, Board of Cooperative Educational Services)

\_\_\_\_\_  
(legal title of district)

\_\_\_\_\_  
(address)

I, \_\_\_\_\_ hereby request a hearing on charges preferred against me, which charges were specified in your Notice of Determination of Probable Cause dated: \_\_\_\_\_.

I have selected

\_\_\_\_\_  
(name)

\_\_\_\_\_  
(address)

\_\_\_\_\_  
(telephone)

to serve as my attorney as provided by Section 3020-a of the Education Law.

\_\_\_\_\_  
(Signature of Tenured Employee)

\_\_\_\_\_  
(address)

\_\_\_\_\_  
(telephone)

\_\_\_\_\_  
(date request for a hearing filed)

Copy **must** be sent to:

McKenzie Johnson  
Teacher Tenure Unit  
Education Building Addition, Room 981  
Albany, New York 12234

**NOTE: You are advised that Section 82-1.9 of the Regulations of the commissioner stipulates that the hearing shall be private unless the employee demands a public hearing. Such demand shall be made at least twenty-four hours before the first hearing day. In every case, the prehearing conference shall be private.**

Form 3020-a-3