



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

Ph: (518) 474-3021
 Fax: (518) 402-5940

(06/12)

Notice of Need For a Hearing or Panel Hearing on Education Law §3020-a Charges

Instructions: The District Clerk or the Secretary of the Board of Education must file this form via fax or mail with the Education Department 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 (Certificate Revoked)	<input type="checkbox"/> Incompetence §3012-c
Hearing Format	<input type="checkbox"/> Hearing Officer	<input type="checkbox"/> 3-Member Panel	
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	