

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/extension/merger] and ____ [Number] ____ were opposed.”

All documentation listed above must be submitted to _____ ”