THE STATE EDUCATION DEPARTMENT

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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.