



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

(09/15)

**Hearing Request/Waiver for Education Law §3020-a or §3020-b Charges**

Instructions  
to the  
Tenured  
Employee:

This form is for you to request a hearing on the Education Law §3020-a or §3020-b charges brought against you, or to waive your right to a hearing on such charges. You must return this form within 10 days of receipt of the charges to the Clerk or Secretary of the Board of Education that brought charges against you. If you fail to request a hearing or waive your right to a hearing within 10 days, you will be deemed to have waived your right to a hearing on the charges and your employing board will meet to determine a penalty.

**Tenured Employee Information**

Name		Phone	
Address		Phone	
Address		Fax	
City, State Zip		Email	

**Hearing Request or Waiver**

*(Please check one)*

I request a hearing on the charges served against me pursuant to Education Law §3020-a or §3020-b

I waive the right to have a hearing pursuant to Education Law §3020-a or §3020-b. I understand the Board of Education will meet to determine the case and fix the penalty or punishment, if one is to be imposed.

**Tenured Employee Attorney Information**

*(Please complete this section if you will be represented by an attorney. The attorney will be authorized to receive all correspondence on your behalf)*

Firm Name			
Attorney Name		Phone 1	
Address		Phone 2	
Address		Fax	
City, State, Zip		Email	

**Tenured Employee Signature**

Signature		Date	
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**Attachment to Hearing Request/Waiver for Education Law §3020-a or §3020-b Charges**

**Instructions: Please send a copy of the request for hearing to the below address as well.**

**Tenured Employee Information:**

<b>Name</b>		<b>Phone</b>	
<b>Address</b>		<b>Phone</b>	
<b>Address</b>		<b>Fax</b>	
<b>City, State, Zip</b>		<b>Email:</b>	

<b>Please Send Hearing Request to:</b>	Due to the need to stay safe and exercise social distancing during the COVID-19 pandemic, we ask that Requests for Hearing be sent to the following e-mail address with the New York City Department of Education: Requestforhearingform3020-a@schools.nyc.gov
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<b>Date:</b>	2/5/2021
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