



CHARTER SCHOOL OFFICE  
ROOM 5N EB Mezzanine, 89 WASHINGTON AVENUE, ALBANY NY, 12234  
Tel. 518/474762; Fax 518/47568 [charterschools@nysed.gov](mailto:charterschools@nysed.gov)

To: School District in which Unity Preparatory Charter School of Brooklyn is located  
Public and Nonpublic Schools in the Same Geographic Area as Unity Preparatory Charter School of  
Brooklyn

From: Lisa Long Executive Director

Subject: Notice of Receipt of and Pending Action on Charter School Revisions

Date: January 16, 2024

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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/revision/merger] [Number] were opposed."

All documentation listed above must be submitted to [charterschools@nysed.gov](mailto:charterschools@nysed.gov). The subject line of the email should read "[Name of Charter School] o 2 2 T n 30 u. B . Q n \$ 7 (T d 6 . 1 2 w il071gmhml]2.3 (o &