**Instructions:**

* Please complete and submit this form to: Charter Schools Division, Public Education Department, [charter.schools@state.nm.us](mailto:charter.schools@state.nm.us), Room 301, 300 Don Gaspar, Santa Fe, NM 87501
* Complete ***ALL*** fields about the school. Incomplete forms will be rejected.
* Complete ***ALL*** fields for each board member for whom action was taken. Incomplete forms will be rejected.
* Include all required attachments as described below. Submissions not containing all required materials will be rejected.

**Required Attachments:**

Submission of this form **MUST** be accompanied by each of the following, as applicable:

1. **Notices of Resignation or Removal:**
   1. The governing body minutes showing the vote to remove the member, or
   2. The resigning member’s signed and dated written resignation;
2. **Notices of Designation:** 
   1. An updated “STATEMENT OF GOVERNING BODY TO CONSULT WITH PED” signed by all current governing body members,
   2. An “AFFIDAVIT OF GOVERNING BODY MEMBER” signed by the new governing body member and verified by a notary public, and
   3. The governing body minutes showing the vote to designate the member

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Name of State-Chartered School: Click here to enter school name. Current Number of Governing Body Members: Click here to enter current number of active governing board members.

Date submitted: Click here to enter a date. Contact Name: Click here to enter contact name.­ E-mail: Click here to enter contact email.

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| --- | --- | --- | --- | --- | --- |
| **Governing Board Member Name** | **Governing Board Member’s Current Personal Contact Information: Address/Phone Number/Email Address** | **Action** | **Date of Action** | **Reason for removal or resignation** | **Term of Service** |
| Click here to enter Board Member name. | Click here to enter address.  Click here to enter phone number.  Click here to enter email address. | Choose an action. | Click here to enter a date. | Click here to enter Board Member name. | *From:* Click here to enter a date.  *To:* Click here to enter a date. |
| Click here to enter Board Member name. | Click here to enter address.  Click here to enter phone number.  Click here to enter email address. | Choose an action. | Click here to enter a date. | Click here to enter Board Member name. | *From:* Click here to enter a date.  *To:* Click here to enter a date. |
| Click here to enter Board Member name. | Click here to enter address.  Click here to enter phone number.  Click here to enter email address. | Choose an action. | Click here to enter a date. | Click here to enter Board Member name. | *From:* Click here to enter a date.  *To:* Click here to enter a date. |

Original Signature of Governing Council President or Designee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Governing Council President or Designee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_