New Mexico Public Education Department Logo

**Admission or Lottery Policies and Procedures Notification Form**

The Charter Contract, was entered into by and between the New Mexico Public Education Commission, and **[SCHOOL NAME]**, effective **[DAY]** of **[MONTH]**, **[YEAR]**. **[SCHOOL NAME]** was approved for a **[YEAR TERM]** Charter Contract.

**[SCHOOL NAME]** requests consideration from the Public Education Commission (PEC) to change the terms of its Contract as follows:

|  |
| --- |
| Charter Contract currently states: |
| **CURRENT ADMISSION OR LOTTERY POLICY:** |
| Notifies the Public Education Commission, Section \_\_\_\_\_\_\_ of the school’s contract shall state beginning on: |
| **EFFECTIVE DATE OF CHANGE:** |
| **CHANGE TO ADMISSION OR LOTTERY POLICY:** |

**[SCHOOL NAME’S]** Admission or Lottery Policies and Procedures Notification is hereby submitted by, **[CHARTER SCHOOL REPRESENTATIVE]**, on **[DATE]**, and affirms the school meets the following eligibility criteria:

Notification must be submitted to the PEC within 30 days of the change being communicated or implemented; and

The school’s governing board is in compliance with all reporting requirements; and

If a review by PED staff indicates there is a compliance concern or issue with the proposed revision, the concern will be brought to the attention of the PEC.

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Charter School Representative Signature Date

**[SCHOOL NAME’S]** Admission or Lottery Policies and Procedures Notification was:

Approved  Denied

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Chair, Public Education Commission Date