New Mexico Public Education Department Logo

**School Closure 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 and notifies Closure of the School:

|  |
| --- |
| **LAST DAY OF INSTRUCTION:** |

**[SCHOOL NAME’S]** School Closure 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 10 days prior to the school closure; and

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

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Charter School Representative Signature Date

**[SCHOOL NAME’S]** School Closure Notification was:

Approved  Denied

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Chair, Public Education Commission Date