New Mexico Public Education Department Logo

**School Location Within District 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: |
| **SCHOOL NAME:**  **ORIGINAL ADDRESS:**  **AUTHORIZED GRADE LEVELS:** |
| Notifies the Public Education Commission, Section \_\_\_\_\_\_\_ of the school’s contract shall state beginning on: |
| **EFFECTIVE DATE OF CHANGE:** |
| **SCHOOL NAME:**  **NEW PHYSICAL ADDRESS:**  **AUTHORIZED GRADE LEVELS:**  Identify the new address at which the school will be operating, including the street address, city, state, and zip code. |

**[SCHOOL NAME’S]** School Location within District Notification is hereby submitted by, **[CHARTER SCHOOL REPRESENTATIVE]**, on **[DATE]**, and affirms the school meets the following eligibility criteria:

Notification must be submitted and approved by the PEC prior to the physical move; 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 Location within District Notification was:

Approved  Denied

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Chair, Public Education Commission Date