**Public Education Commission** **Governing Body Member Change Notification Form**

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

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| **NUMBER OF MEMBERS REQUIRED UNDER YOUR SCHOOL’S BYLAWS:** |
| **NUMBER OF CURRENTLY SEATED GOVERNING BOARD MEMBERS:** |
| **EFFECTIVE DATE OF CHANGE:** |
| ☐ **RESIGNATION**  **DATE OF RESIGNATION:**   |
|  **NAME OF INDIVIDUAL RESIGNING:** |
| ☐ **REMOVAL** **DATE OF REMOVAL:**  **NAME OF INDIVIDUAL BEING REMOVED:** **REASON FOR REMOVAL:** **DESIGNATION OF NEW BOARD MEMBER TO**  ☐ **AN EXISTING POSITION OR**  ☐ **A NEW POSITION** **DATE OF DESIGNATION:** |
|  **NAME OF INDIVIDUAL BEING DESIGNATED:** **HOME ADDRESS:** **PHONE NUMBER:** **EMAIL ADDRESS:** **NAME OF BOARD MEMBER BEING REPLACED:** |

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| ☐ **REQUEST FOR EXTENSION:** |
| ☐ **VOTE NOT TO REPLACE MEMBER:**  |

The School’s Governing Body Member Change Notification is hereby submitted by, **[CHARTER SCHOOL REPRESENTATIVE]**, on **[DATE]**, and affirms the school meets the following eligibility criteria:

☐ Notification was submitted to the PEC within 30 days of change in membership.

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

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Charter School Representative Signature Date

The School’sGoverning Body Member, or Charter Representative Change Notification was:

☐ Approved ☐ Denied

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Chair, Public Education Commission Date