

PRIVATE AND BIE SCHOOLS

INSTRUCTIONAL MATERIAL REQUIREMENTS

For SY18/19 (final allocation only) and SY19/20

Required Submissions and Due Dates:

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|---------------------------------|--------------------------|
| • 40-day enrollment | February 22, 2019 |
| • Application and accreditation | February 22, 2019 |
| • FY20 Annual report | August 1, 2019 |
| • 40-day enrollment | October 23, 2019 |

Report	Due Date	How Do I Submit?
40-day enrollment	February 22, 2019 & October 23, 2019	<p>To report your school's 40-day enrollment count:</p> <ul style="list-style-type: none"> ➤ Determine what the 40-day enrollment was on October 1 ➤ For SY18/19 Final Allocation and SY19/20 Initial Allocation, submit the 40-day enrollment (October 2018) between February 1, 2019 and February 22, 2019 ➤ For SY19/20 Final Allocation and SY20/21 submit the 40-day enrollment (October 2019) between October 10, 2019 and October 23, 2019 ➤ Go to: http://webed.ped.state.nm.us/sites/PrivSchEnroll/Lists/PriEnroll/NewForm.aspx?source=/sites/PrivSchEnroll/SitePages/ThankYou.aspx ➤ Fill out all required fields and click the SAVE button at the bottom of the form <p>The 40-day enrollment number is required by statute for the calculation of your school's instructional material allocation.</p> <p>If you do not submit a 40-day enrollment number by February 22, 2019, your school will not be eligible to receive instructional material funding for SY18/19 or SY19/20.</p>
Application for participation in the free use of instructional material	February 22, 2019	<p>The application will be available on the Instructional Material Bureau (IMB) website at https://webnew.ped.state.nm.us/bureaus/instructional-materials/. Submit a signed copy of the application and a copy of the school's current accreditation to the IMB as soon as possible, but not later than February 22, 2019. Send the completed application and a copy of accreditation to: imb.contact@state.nm.us. In the subject line please enter "IM Private School Application & Accreditation."</p>
Accreditation	February 22, 2019	<p>Send a copy of your school's current accreditation to IMB along with your application to imb.contact@state.nm.us.</p>
Annual Report	August 1, 2019	<p>Pursuant to 22-15-11, "private schools shall keep accurate records of all instructional material, including cost records, on forms and by procedures prescribed by the bureau." If your school receives an 18/19 Final Allocation, you are required to submit an 18/19 Annual Report by August 1, 2019, even if you haven't expended any of your 18/19 allocation.</p>
Statutory Requirements	N/A	<p>Pursuant to 22-15-9,</p> <ul style="list-style-type: none"> ➤ "Private schools may expend up to fifty percent of their instructional material funds for items that are not on the multiple list; provided that no funds shall be expended for religious, sectarian or nonsecular materials; and provided further that all instructional material purchases shall be through an in-state depository." ➤ "The department shall provide payment to an in-state depository on behalf of a private school for instructional material."