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| **SCHOOL INFORMATION** |
| Official Name of School (no abbreviations): |
| Street Address: |
| City, State, Zip: |
| School e-mail: |

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| **PRINCIPAL OR CHIEF ADMINISTRATOR INFORMATION** |
| FIRST name: LAST name: Title: |
| Phone number (include area code): Official e-mail: |

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| **BUSINESS MANAGER OR ALTERNATE CONTACT INFORMATION** |
| FIRST name: LAST name: Title: |
| Phone number (include area code): Official e-mail: |

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| **ACCREDITATION INFORMATION** |
| Accrediting Organization: Choose an item. |
| If “other” , enter name of accrediting organization: Expiration Date: |

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| **SUBMITTING AUTHORITY** |
| This application must be submitted by the Chief Administrator. By signing below, the Chief Administrator:   * agrees to comply with all requirements of the Instructional Material Law and NM Administrative Code relating to instructional material, including submission of an annual report by August 1 of each year beginning August 2019, submission of the 40 day enrollment at <http://webed.ped.state.nm.us/sites/PrivSchEnroll/Lists/PriEnroll/NewForm.aspx?source=/sites/PrivSchEnroll/SitePages/ThankYou.aspx>, and submission of application and accreditation by February 22, 2019 via email to [imb.contact@state.nm.us](mailto:imb.contact@state.nm.us); * acknowledges that failure to submit all required reports and information in accordance with established deadlines will result in withdrawal from participation in the free use of instructional material; * acknowledges that the school is responsible for knowing the amount of instructional material allocations, expenditures, and balances; * agrees that instructional material expenditures that exceed allocated instructional material funding will be the responsibility of the school and may result in suspension of purchasing privileges and the freezing of future allocations until the outstanding amounts are paid by the school; * acknowledges that the school is an agent for receiving instructional material pursuant to the Instructional Material Law and is responsible for distribution of the instructional material for use by eligible students and for the safekeeping of the instructional material (NMSA 22-15-7.C). |
| Name & Title of Submitting Authority: Date: |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |