



STATE OF NEW MEXICO  
PUBLIC EDUCATION DEPARTMENT  
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OPTIONS FOR PARENTS AND FAMILIES DIVISION  
CHARTER SCHOOLS DIVISION  
Year: 2019

**NOTICE OF INTENT TO SUBMIT CHARTER APPLICATION**

**INSTRUCTIONS**

According to NMSA § 22-8B-6(B) the Notice of Intent to Submit a Charter Application (“NOI”) must be filed by the organizers of a proposed charter school to the Public Education Commission at the address below **AND** to the superintendent of the school district in which the charter school is proposed to be located. *Failure to notify may result in your application being rejected.*

The NOI must be submitted by 5:00 PM Mountain Time by **the second Tuesday of January**. Notices of Intent that are not received by the Public Education Commission and the superintendent of the local school district by the deadline may result in the application being rejected. When you send the NOI to the superintendent of the school district in which your charter is to be located, you are strongly encouraged to send it by certified mail return receipt requested, or request a signed receipt when you deliver the NOI. Contact the local district regarding electronic filing.

Notice to the Public Education Commission should be delivered by one of the following methods:

- Electronically to: [charter.schools@state.nm.us](mailto:charter.schools@state.nm.us)
- By mail or personal delivery: PUBLIC EDUCATION COMMISSION  
c/o New Mexico Public Education Department  
Attn: Options for Parents and Families/Charter Schools Division  
300 Don Gaspar, Room 301  
Santa Fe, New Mexico 87501

The NOI is intended to provide the Public Education Commission with the primary point of contact among the charter developers, and preliminary information about the charter proposal, such as the school’s mission statement, the school’s focus, the representative student population in the intended location, enrollment projections, key innovations, etc. (not to exceed 5 pages).

1. General Information

- Name of Proposed School

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- Grade levels to be offered and enrollment projections

Grade Levels to be offered	Projected Total Enrollment

- Primary Point of Contact

Name			
Mailing Address			
City	State	Zip	
Phone			
Email			

2. Names, roles, and current employment of all persons on the applicant team, and qualifications of the team members to establish a high-quality charter school

Names	Role on Team	Qualifications: Education, Employment, and Experience

3. Model or focus of the proposed school (e.g., performing arts, dual language, college prep, STEM, Montessori, IB):

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4. Does the school expect to contract with another entity for either management, or substantial oversight or direction in the school’s operation?  Yes  No

If YES, describe the entity and the role it will have in the school’s operational plan.

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5. Does the applicant team or any members of the team currently operate any other schools? Yes  No

6. Vision/Mission statement (2-3 sentences)

7. Student population and geographical setting of the school

- Define the targeted geographical area of the proposed school from which you expect to draw a significant number of your students.

- Describe the student population including key demographic data (academic performance, home languages, English Learners (ELs), and special education populations) in the location in which the school intends to locate.

- Identify where these students are most likely being educated currently and why they are expected to choose the proposed charter school for their future educational needs.

8. Provide evidence that the applicant team has assessed community need for a school of the nature that will be proposed in the application (e.g., objective surveys or other measures of local demand for the Proposed educational program).

9. Identify significant innovative features that the school will implement in order to help it realize its vision/mission (e.g., non-traditional school year, longer school day, partner organizations, etc.).

10. Describe how the school will be more effective than the schools currently serving the targeted student population, and/or plans to improve student achievement and exceed the academic performance of existing public schools in the targeted service area and any data you have to support this assumption.

*Please Note: Should your charter be awarded, the founding governing body could undergo a background check to determine if it qualifies to be a board of public finance in the state of New Mexico.*

\_\_\_\_\_  
Signature of founder(s):

\_\_\_\_\_  
PRINT NAME(s)

Date: \_\_\_\_\_