**Head Administrator or Charter Representative**

**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 School was approved for a **[YEAR TERM]** Charter Contract.

The School requests consideration from the Public Education Commission (PEC) to change the terms of its Contract as follows:

|  |
| --- |
| **CHANGE OF:**  ☐  **HEAD ADMINISTRATOR**   ☐  **CHARTER REPRESENTATIVE** |
| Charter Contract currently states: |
| **ORIGINAL INDIVIDUAL ON FILE:** |
| Notification to the Public Education Commission, Section \_\_\_\_\_\_\_ of the school’s contract shall state: |
| **EFFECTIVE DATE OF CHANGE:** |
| **NEW INDIVIDUAL ON FILE AND CONTACT INFORMATION:** |

The School’s Head Administrator or Charter Representative Change Notification is hereby submitted by, **[CHARTER SCHOOL REPRESENTATIVE]**, on **[DATE]**, and affirms the school meets the following eligibility criteria:

☐ Notification must be submitted to the PEC within 30 days of the change being communicated or implemented.

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

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Charter School Representative Signature Date

The School’s Head Administrator or Charter Representative Change Notification was:

☐ Approved ☐ Denied

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Chair, Public Education Commission Date