

**Enrollment Cap Amendment Request Form**

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

The School’s Charter Contract currently states:

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| **ENROLLMENT CAP:** |
| **AUTHORIZED GRADE LEVELS:** |

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

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| **PROPOSED ENROLLMENT CAP:** |
| **ENROLLMENT CHANGE:** ☐ **INCREASE** ☐ **DECREASE** |

The School’s Enrollment Cap amendment request is hereby submitted by, **[CHARTER SCHOOL REPRESENTATIVE]**, on **[DATE]**, and affirms the school meets the following eligibility criteria:

* + The school must confer with the PEC to convert to the 2019 contract template within 30 days of a vote on this request; and
  + Received no lower than a “C” letter grade in SY16 through SY18, no lower than the top 75% in the NM School Accountability System, or in all of the past three years for which a Tier evaluation is available, have been identified as Tier 2 or better in the Academic Performance Framework; and
  + Has not had its board of finance revoked within the last three years; and
  + If the fiscal year has started or will start prior to the request being considered by the PEC, the amendment request will be effective only in the subsequent fiscal year; and
  + The school’s governing board is in compliance with all reporting requirements.

Charter School Representative Signature Date

**[SCHOOL NAME’S]** Enrollment Cap amendment request was reviewed and voted upon by the Public Education Commission and is hereby:

* + APPROVED ☐ DENIED

Chair, Public Education Commission Date