

# School Name Change Notification

## Purpose

The *School Name Change Notification* is used to notify the Public Education Commission of a change to the school's name *as identified in the charter contract*. If the change of the school name is reflective of a change to the education program, the schools must submit an Educational Program Amendment Request.

A change to the school's name is not effective until after the PEC has received the notification and the school's notification has been considered by the PEC.

## Submission Window

A *School Name Change Notification* may only be included on the PEC's February through June meeting agendas to go into effect in the next school year.

## PEC Consideration

An administratively complete *School Name Change Notification* shall be placed on the agenda of the next regular PEC meeting if the complete notification was received at least 14 days prior to the meeting, or at the subsequent meeting if the complete notification was not received at least 14 days prior to the next regularly scheduled meeting.

- A finding that the Charter School is not in compliance with governance reporting requirements **will result in a delay** in consideration of the request until the school comes into compliance, or if the school does not come into compliance, until the last meeting within the contractual timeline for a decision from the PEC.

A *School Name Change Notification* will be placed on the consent agenda of a regular PEC meeting. Any notification may be removed from the consent agenda during the scheduled PEC meeting for full discussion and possible action by the Commission.

## Instructions for the Request

**If you have questions about completing the form or uploading documents, contact [charter.schools@state.nm.us](mailto:charter.schools@state.nm.us)**. Complete all required fields and attachments (denoted by "\*").

### Form Fields

Field	Instructions
Original Information*	Identify the school's original name.
Change*	Identify the new name of the school.

### Attachments

#### Approved Board Minutes or Certification of the Vote taken by the Board \*

Attach evidence that the change has been approved by the Charter School Board; certification must be signed by an authorized member of the board.

## Administrative Completeness Review

An administratively complete request includes the following:

- Fully Completed Form
- Approved Board Minutes or Certification of the Vote taken by the Board
  - Comply with Open Meeting Law
  - Board aligns with what is currently on file with PEC
  
- an updated DFA vendor registration form (W-9) for payments to be issued to the charter under its new name
- notification from the IRS (letter/form with legal name, address, and tax ID number)
- a completed Dunn & Bradstreet (D&B) registration form, along with a confirmation (letter, form, or email) from D & B that contains the new legal name, address, D&B registration status and D&B number