**Admission or Lottery Policies or Procedures**

**Amendment Policy**

# Purpose

The *Admission or Lottery Policies or Procedures Amendment* is used to notify the Public Education Commission of a change to any school admission or lottery policies or procedures, *which become part of the charter contract as an addendum.*

# Submission Deadline

An *Admission or Lottery Policies or Procedures Amendment* must be submitted within 30 days of the change and must be submitted at least one month prior to the beginning of the school’s enrollment period.

# PEC Consideration

An administratively complete *Admission or Lottery Policies or Procedures Amendment* may be placed on the agenda of the next regular PEC meeting if the complete request was received at least 14 days prior to the meeting or at the subsequent meeting if the complete request was not received at least 14 days prior to the next regularly scheduled meeting.

An *Admission or Lottery Policies or Procedures Amendment* may be placed on the consent agenda of a regular PEC meeting for possible action by the Commission. Any amendment request 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.** Complete all required fields and attachments (denoted by "\*").

## Form Fields

|  |  |
| --- | --- |
| **Field** | **Instructions** |
| **Effective date of change\*** | Identify the effective date of the change and the vote to implement the change. |

## 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.

**Revised Admission and Lottery Policies and/or Procedures \***

Attach the revised admission and lottery policies and/or procedures.

# Administrative Completeness Review

An administratively complete amendment includes the following:

□ Fully Completed Form

□ Approved Board Minutes or Certification of the Vote taken by the Board

o Comply with Open Meeting Law

o Board aligns with what is currently on file with PEC

□ Revised admission and lottery policy and procedure

□ Please also provide a brief summary of the changes made.