**School Closure Amendment Policy**

# Purpose

The *School Closure Amendment* is used to notify the Public Education Commission of a decision by the school’s governing body to surrender the charter and voluntarily cease operations of the school.

A decision by the school’s governing body to surrender the charter and voluntarily cease operations of the school does not require prior approval of the Public Education Commission; however notice must be received within 10 calendar days of the decision.

**Submission Deadline**

*A School Closure Amendment* must be submitted within 10 days of the decision.

# PEC Consideration

An administratively complete *School Closure Amendment* may be placed on the agenda of the next regular PEC meeting if the complete request was received at least 10 days prior to the meeting, or at the subsequent meeting if the complete request was not received at least 10 days prior to the next regularly scheduled meeting.

# 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** |
| **Last Day of**  **Instruction\*** | Identify the last day the school will instruct students under the current contract. |

## 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 Governing Board; certification must be signed by an authorized member of the board.

# Administrative Completeness Review

An administratively complete amendment request includes the following:

□ Fully Completed Form

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