**School Name Change Amendment Policy**

# Purpose

The *School Name Change Amendment* 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 school must submit an Educational Program Amendment Request.

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

# Submission Window

*A School Name Change Amendment* may only be included on a February through June PEC meeting agenda to go into effect in the next school year. Even if approved by the PEC, the name change may not be recognized by the Public Education Department unless all required documents have been provided by the Budget Submission deadline. (See list under Assurances on the following page.)

# PEC Consideration

An administratively complete *School Name Change 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.

• 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 Amendment* may be placed on the consent agenda of a regular PEC meeting. Any amendment 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**

**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 Governing 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

o Comply with Open Meetings Act

* Board membership aligns with what is currently on file with PEC

□ Assurance that the following will be provided by Budget Submission deadline for the upcoming school year:

* 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