

Public Education Commission

Educational Program Amendment

Purpose

The *Educational Program Amendment Request* is used to change the educational program *as described in the charter contract*. Note that any changes made need to support and align with the charter mission. The Amendment Request may not change the essence of the school's mission or program.

A change in the educational program is **not** effective until approved by the PEC.

Determining Eligibility

Not Applicable.

Submission Window

The *Educational Program Amendment Requests* may only be submitted for consideration **28 days prior** to any PEC meeting, and, if approved, will go into effect in the subsequent fiscal year. An *Educational Program Amendment Request Form* may be submitted by a charter school that meets the eligibility criteria. The amendment request will be placed on the agenda of the next regular PEC meeting if the complete request was received at least 28 days prior to the meeting, or at the subsequent meeting if the complete request was not received at least 28 days prior to the next regularly scheduled meeting.

If the fiscal year has started or will start prior to the request being considered by the PEC, an amendment request will be effective only in the subsequent fiscal year, if it is approved.

PEC Consideration

All performance data (academic, organizational, and financial) for the last three years including any outstanding compliance or investigations will be provided to the PEC for consideration of the amendment request.

Approval Factors

The PEC's decision to approve or deny an *Educational Program Amendment Request* will be based on the following considerations:

- The Education Program Amendment Request does not change the essence of the school's program
 - The applicant's demonstrated capacity to successfully implement the requested change.
 - Fully Completed Form
 - Attached Approved Board Minutes of Governing Body vote on requested change
 - Attached Narrative, addressing: the rationale for the change and how the proposed changes will affect: the curriculum, the methods of instruction, formative and summative assessments, staffing and resources, the budget and the community.
 - Attached narrative describing how the school engaged the community regarding the proposed change.
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Educational Program Amendment Request FORM

If you have questions about completing the form or uploading documents, contact charter.schools@state.nm.us.

The Charter Contract was entered into by and between the New Mexico Public Education Commission and [], hereafter "the School", effective [] of [], [].

The School was approved for a [] Charter Contract.

Provide the current contractual language describing the Educational Program elements the school seeks to change; if there is no specific language, describe the Educational Program elements the school seeks to change that are implied in the current contract. The School's Charter Contract currently states:

EDUCATIONAL PROGRAM OF THE SCHOOL:

MISSION:

[SCHOOL NAME] requests consideration from the Public Education Commission (PEC) to change the terms of its Charter Contract, Section _____, as follows:

Provide the specific contractual language the school would like to have included in the Educational Program section of the contract. The School proposes the following change to the educational program in the Charter Contract:

PROPOSED EDUCATIONAL PROGRAM OF SCHOOL:

EFFECTIVE FISCAL YEAR:

Submit this form and all supporting documents/attachments to charter.schools@state.nm.us

The School's Educational Program amendment request is hereby submitted by [] on [], 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;
- 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 and approved the change.

_____ Charter School
Representative Signature Date

The School's Educational Program amendment request was reviewed and voted upon by the Public Education Commission and is hereby:

- APPROVED DENIED

_____ Date
Chair, Public Education Commission