**Public Education Commission**

School Name Change Amendment Instructions

**Purpose:**

This form is used to notify the Public Education Commission (PEC) of a change of the name of the school. The change is not effective until after the PEC has received the request and the school’s request has been considered by the PEC.

**Submission Deadline:**

The form must besubmitted in time for the amendment to appear on the PEC’s agenda prior to the change being communicated or utilized. The amendmentmay be placed on the consent agenda of the next regular PEC meeting if the complete request was received at least 28 days prior to the meeting; however, any amendment may be removed from the consent agenda and moved to the regular agenda for full discussion and possible action by the PEC.

**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.

**Amendment Checklist:**

□ Fully completed form

□ Approved board minutes or certification of the vote taken by the board

□ Rationale for change

Contact [charter.schools@state.nm.us.](about:blank)  if you have questions about completing or submitting documents.

School Name Change Amendment Request FORM

Submit this form and all supporting documents to[**charter.schools@state.nm.us**](mailto:charter.schools@state.nm.us)

The Charter Contract was entered into by and between the New Mexico Public Education Commission (PEC) and Click or tap here to enter text.  **(name of charter school)**, hereafter "the School," effective on Click or tap to enter a date.

The School requests consideration from the PEC to change the terms of its Contract as follows:

The School’s current charter name:

Click or tap here to enter text.

The School’s new name:

Click or tap here to enter text.

Rationale for the change:

Click or tap here to enter text.

The School’s Name Change amendment is hereby submitted by:

|  |  |
| --- | --- |
| Click or tap here to enter text. | Click or tap to enter a date. |
| ***Charter School Representative*** | ***Date*** |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_For PEC/CSD use only\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

☐ *Consent Agenda* ☐ *Regular Agenda*

The School Name Change Amendment Request Form was:

☐ Approved ☐ Denied

|  |  |
| --- | --- |
| Click or tap here to enter text. | Click or tap to enter a date. |
| ***Public Education Commission*** | ***Date*** |

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