**Public Education Commission**

Head Administrator Amendment Instructions

**Purpose:**

This amendment is used to notify the Public Education Commission (PEC) of a change in the school’s Head Administrator. Changes to the Head Administrator do not require prior approval of the PEC; however, notice must be received within 30 calendar days of the change.

**Submission Deadline:**

The amendment may be placed on the agenda of the next regular PEC meeting if the complete request was received at least days 14 prior to the meeting. The amendmentmay be placed on the consent agenda of a regular PEC meeting for possible action by the PEC. Any amendment request may be removed from the consent agenda during the scheduled PEC meeting 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 to hire the new administrator and status as interim or permanent position offered

□ Copy of NMPED School Administrator License for new administrator

Contact [charter.schools@state.nm.us.](file:///C:\Users\rstof\OneDrive\Documents\Julia%20Barnes%20work\Amendment%20Forms\charter.schools@state.nm.us)  if you have questions about completing or submitting documents.

Head Administrator 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.

Current Head Administrator:

Click or tap here to enter text.

New Head Administrator, please include contact information such as phone number(s) and email:

Click or tap here to enter text.

Number of personnel changes submitted to PEC in the last 12 months:

Click or tap here to enter text.

The School's Head Administrator amendment is hereby submitted by:

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

The School's Head Administrator amendment 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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For PEC/CSD use only ☐ *Consent Agenda* ☐ *Regular Agenda*