**Public Education Commission**

Charter Mission Statement Amendment Instructions

**Purpose:**

This amendment is used to notify the Public Education Commission (PEC) of a minor grammatical or word choice change in the school’s mission statementidentified in the charter contract OR of any requests for significant changes in the mission statement such as changes or adjustments to the school’s educational philosophy, approaches to learning or assessment systems.

**Submission Deadline:**

The amendmentmust besubmitted in time to appear on the PEC’s agenda prior to the change being communicated or utilized. The amendment may 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.

Amission amendment request withminor changesmay be placed on the consent agenda of a regular PEC meeting for possible action by the PEC but may be removed from the consent agenda during the scheduled PEC meeting for full discussion and possible action by the Commission if necessary.

Amission amendment request withmajor changeswill be placed on the regular agenda of a PEC meeting for full discussion and possible action by the Commission.

**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 the change.

Contact charter.schools@state.nm.us if you have questions about completing or submitting documents.

Mission Statement Change Amendment Request FORM

Submit this form and all supporting documents to**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:

*Select one:*

\_\_\_\_ Minor wording change \_\_\_\_ Substantial change in mission

or wording

The Charter School Contract Mission Statement currently reads:

Click or tap here to enter text.

The amendment requests that the PEC approve Section Click or tap here to enter text. Of the School’s contract so that Mission Statement reads:

Click or tap here to enter text.

Rationale for the requested amendment/change:

Click or tap here to enter text.

The school's Charter Mission Statement 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's Charter Mission Statement 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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