**Public Education Commission**

Pre-Kindergarten Early Childhood Program Amendment Instructions

**Purpose:**

This amendment is used to notify the Public Education Commission (PEC) Commission if a charter school plans to add a pre-kindergarten (Pre-K) or an early childhood educational program. The board approval must contain assurances that no SEG funding will be used to support the program.

A change to add a program that may impact the maximum building capacity for a new school population is not effective until approved by the PEC.

**Submission Deadline:**

If the amendment to add the new program impacts the maximum building capacity, or the terms of the lease, then the amendment, in addition to the relevant building or lease amendment, must be submitted in time to appear on the PEC’s agenda prior to the change being communicated or utilized. Both this amendment and, if necessary, the relevant building/lease amendment must be submitted within 28 days of approval of the program, which will then be implemented in the following fiscal year.

The amendment may 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, including assurance that no SEG funds are being used to support the program.

□ Impact of the program on the school lottery policy, if any

□ Information regarding Pre-K or Early Childhood Program application, approval, and funding source

Contact [charter.schools@state.nm.us](mailto:charter.schools@state.nm.us%20)  if you have questions about completing or submitting documents.

Pre-Kindergarten Early Childhood Program 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 grade levels served and enrollment cap:

Click or tap here to enter text.

Current maximum building capacity:

Click or tap here to enter text.

Projected total grade levels served and enrollment:  
Click or tap here to enter text.

Impact of the program on the school lottery policy, if any:

Click or tap here to enter text.

Information regarding Pre-K or Early Childhood application, approval, and funding source:

Click or tap here to enter text.

The School's Pre-K or Early Childhood 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 Pre-K or Early Childhood 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*