**Public Education Commission**

School Relocation Amendment Instructions

**Purpose:**

This amendment is used to notify the Public Education Commission (PEC) when the charter school is planning to change the school’s physical location, as identified in the charter contract, when the school will be staying within the same school district.

This amendment is not used to add a second site or school with its own administration that serves, or will serve, the same grades as the first (primary) site.

The school shall not change its physical location until after the PEC has received the amendment request and the school’s request has been considered by the PEC.

**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 days 28 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

□ Rationale for the change

□ Provide a short narrative addressing, if applicable, the number of students displaced/impacted by the move and a plan to support these students and the community in the change.

□ A Certificate of Occupancy, approved for educational use; OR An assurance that the school will not occupy any space until the school possesses a Certificate of Occupancy and provides the same to the PEC;

□ Copy of Liability Insurance Coverage

□ NMCI letter from the PSFA; OR An assurance that the school will not occupy any space until the school possesses a NMCI letter from the PSFA and provides the same to the PEC;

□ Documentation of the capacity load of the facility to document capacity that can sustain enrollment requested; OR An assurance that the school will not occupy any space that does not have a sufficient capacity load to sustain the enrollment requested and provides documentation of the capacity load to the PEC

□ Proposed lease, lease purchase agreement, or purchase contract and an affidavit verifying compliance with legal requirements of Section 22-8B-4.2 NMSA 1978; OR An assurance that the school will not occupy any space that does not meet the ownership and leasing requirements of Section 22-8B-4.2 NMSA 1978 and the school will not occupy the facility until a copy of the fully executed lease has been provided to the PEC

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

School Relocation 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:

Current location:

Click or tap here to enter text.

New location (address):

Click or tap here to enter text.

Rationale for the change:

Click or tap here to enter text.

Provide a narrative addressing the effects of change (see above):

Click or tap here to enter text.

Provide necessary assurances:  
Click or tap here to enter text.

The School's Relocation 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 Relocation amendment was:

☐ Approved ☐ Denied

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For PEC/CSD use only ☐ *Consent Agenda* ☐ *Regular Agenda*