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# Public Education Commission

## Charter Name Change or Mission Statement Amendment Instructions

### **Purpose:**

To notify the Public Education Commission (PEC) of a name change, minor grammatical or word choice change in the school's mission statement identified in the charter contract OR

To request significant changes resulting from a name change that implies a change in mission or in the mission statement such as changes or adjustments to the school's educational plan, approaches to learning or assessment systems.

### **Submission Deadline:**

The form must be approved prior to the change being implemented. Amendments completed 28 days prior to the next PEC meeting will be placed on the next agenda.

### Minor changes.

- A name change that does not affect the mission or educational plan of the school may 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.
- A mission amendment request with minor changes may 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.

### Substantive changes.

- A name change that impacts the mission or educational plan of the school will be placed on the regular agenda of a PEC meeting for full discussion and possible action by the Commission.
- A mission amendment request with major changes will be placed on the regular agenda of a PEC meeting for full discussion and possible action by the Commission.

### **Data provided by CSD:**

CSD will

- provide PEC with performance data (academic, organizational, and financial) for the contract term, including any outstanding compliance or investigations, and
- highlight information relevant to the amendment request.

### **Data and Information provided by the School:**

- Fully completed form
- Approved board minutes or certification of the vote taken by the board
- Rationale for the change.

Contact [charter.schools@ped.nm.gov](mailto:charter.schools@ped.nm.gov) if you have questions about completing or submitting documents.

# Name Change/Mission Statement Change Amendment Request FORM

Submit this form and all supporting documents to [charter.schools@ped.nm.gov](mailto:charter.schools@ped.nm.gov)

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 governing board proposes to amend the contract as follows:

*Select one:*

- |  |   |
|--|---|
| <input type="checkbox"/> Minor mission wording change      | <input type="checkbox"/> Substantial change in mission or wording |
| <input type="checkbox"/> Name change not affecting mission | <input type="checkbox"/> Name change affecting mission            |

The Charter School Name is currently:

[Click or tap here to enter text.](#)

The Charter School Contract Mission Statement currently reads:

[Click or tap here to enter text.](#)

The school requests that the PEC approve an amendment to Section [Click or tap here to enter text.](#)

[Click or tap here to enter text.](#), page \_\_\_ of the School's contract so that Name of the School and/or 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 contract amendment is hereby submitted by:

[Click or tap here to enter text.](#)

***Charter School Representative***

[Click or tap to enter a date.](#)

***Date***

**School Amendment Approval (electronic signature of School Board Chair):**

[Click or tap here to enter text.](#)

***School Board Chair***

[Click or tap to enter a date.](#)

***Date***

For PEC/CSD use only

School Amendment number (School name, number, date): \_\_\_\_\_.

*Consent Agenda*

*Regular Agenda*

The Contract Amendment was:

Approved

Denied

Click or tap here to enter text.  
**Public Education Commission**

Click or tap to enter a date.  
**Date**

**PEC Amendment Approval (electronic signature of PEC Chair):**

Amendment approved:

Amendment denied for the following reasons: \_\_\_\_\_

Click or tap here to enter text.  
**PEC Chair**

Click or tap to enter a date.  
**Date**