
Public Education Commission

Educational Program Amendment Instructions

Purpose:

To request that the Public Education Commission (PEC) accept a proposed change to the educational program in the charter contract, including a change related to virtual or online teaching.

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.

PEC Direction:

Alignment with Contract. Any changes made should support and align with the charter mission. The amendment may not change the purpose of the school's mission without an amendment to the mission statement being submitted at the same time for consideration.

On-line/virtual instruction. A school must submit a request to change the on-line/virtual teaching at the school that generally affects the student population as an educational program change. However, a head administrator may allow virtual/on-line instruction for individual students with an individualized plan or in a special circumstance that is temporary without submitting an amendment request.

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 to demonstrate the board approved the amendment
- Rationale for the change, including how the change will support students outcomes and growth
- Plan for how the proposed changes will affect the curriculum, the methods of instruction, formative and summative assessments, staffing and resources, the budget and the community

Contact charter.schools@ped.nm.gov if you have questions about completing or submitting documents.

Educational Program Amendment Request FORM

Submit this form and all supporting documents to 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.](#)

Provide the current contractual language describing the Educational Program elements the school seeks to change; if there is no specific language, describe the Educational Program elements that will be added to the contract.

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

The School's governing board requests that the PEC approve an amendment to Section [Click or tap here to enter text.](#) _____, page ____ of the School's contract so that it Educational Program reads:

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

Please include a rationale for the requested amendment/change, including how the change will support students outcomes and growth

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

Describe how the proposed changes will affect the curriculum, the methods of instruction, formative and summative assessments, staffing and resources, the budget and the community:

[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 (Minor changes)* *Regular Agenda (Substantive changes)*

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
