
Public Education Commission

Enrollment Cap Amendment Instructions

Purpose:

To request a change in the number of students served as described in the charter contract. An enrollment cap is not effective until approved by the PEC.

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:

When requesting an enrollment cap increase of more than 20% of the school's present enrollment, the school must provide

1. data demonstrating that the school's educational model is working and is effective in the school and/or in schools throughout the state or nationally and
2. data demonstrating a need for increased enrollment in the community.

A school should be in operation for three years prior to seeking an enrollment cap other than requested in the original application. A school requesting an enrollment cap prior to the end of the third year in operation must provide sufficient data demonstrating effectiveness and need as set forth in 1 and 2 above, identify why the enrollment cap was not requested in the original application, and why the enrollment cap is needed at this point.

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
- Concise narrative addressing how the proposed changes may affect: (1) staffing; (2) enrollment targets; (3) advertising and marketing; (4) the curriculum, assessment and instruction; (5) resources and budget; (6) the community; and (7) the capacity of the facility

□ The documents listed below if an additional facility will be utilized to accommodate expanded enrollment:

- 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 an assurance that a copy of the Certificate of Occupancy will be provided to the CSD within a 30-days of occupancy;
- Letter from PSFA stating that the facility meets the NMCI;
- Documentation of the capacity load of the existing or new facility to document capacity that can sustain the enrollment increase; and
- 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.

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

Enrollment Cap 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.](#)

The School requests consideration from the PEC to change the terms of its Contract as follows:

The Charter School Contract Enrollment Cap 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 the Enrollment Cap reads:

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

Data demonstrating that the school's educational model is working and is effective in the school and/or in schools throughout the state:

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

Data demonstrating a need for the enrollment cap increase in the community:

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

Please include a rationale for the requested amendment/change:

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

Please describe how the proposed change will affect key aspects of the School (see instructions on "narrative").

[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): _____.

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