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# Public Education Commission

## School Relocation Amendment Instructions

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**Purpose:**

To amend the charter contract 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 cannot be 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.

**Submission Deadline:**

The PEC must approve the requested amendment before the school may implement the change. Complete amendment requests that are submitted 28 days prior to the next PEC meeting will be placed on the next agenda.

(If the facility is now owned by a Foundation (Component Unit) of the school, please complete form A.6 Non-profit Foundation Partnership Agreement form as well.)

**Information provided by the School:**

- 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; OR An assurance that the school will not occupy any space that does not have a sufficient capacity load to sustain the enrollment 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
- Conflict of Interest Statement: Provide a signed statement from the relevant board member, or school employee, officer or agent disclosing all conflicts of interest created by the change in facility
- Copy of Lease or Lease Purchase Arrangement if changed as a consequence of the change in ownership and an affidavit verifying that the lease or lease purchase agreement has been reviewed by legal counsel for the School for compliance with New Mexico statute
- Completed form A.6 Non-profit Foundation Partnership Agreement form, if appropriate

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

# School Relocation Amendment 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 School requests consideration from the PEC to change the terms of its Contract as follows:

The Amendment requests that the PEC approve Section [Click or tap here to enter text](#) \_\_\_\_\_, page \_\_\_\_\_ of the School's charter contract so that the School Location reads: [Click or tap here to enter text.](#)

**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 instructions above):**

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

**Provide necessary assurances:**

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

The School's Relocation notification 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***