
Public Education Commission

Additional Square Footage Amendment Instructions

Purpose:

To request an amendment from the Public Education Commission (PEC) when the school is adding square footage to the existing facility or adding another building, including portable buildings, on or adjacent to the current site.

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.

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. Amendments of this type are typically placed on the consent agenda; however, any amendment may be removed from the consent agenda and moved to the regular agenda for full discussion and possible action by the PEC.

Data provided by CSD:

For changes affecting mission, CSD will 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
- 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; 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.

Additional Square Footage 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 Governing Body requests that the PEC to accept an amendment to Section _____, page ___ of its Contract as follows:

Current square footage:

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

Proposed addition (explain the additional square footage location and use):

[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
