

Public Education Commission

Lottery and Enrollment Policy, Form and Instruction Notification Instructions

Purpose:

To notify the Public Education Commission (PEC) of a change in the school's lottery and enrollment policy, form and instructions notification.

Submission Deadline:

Changes to the lottery and enrollment forms that comply with the PED policy on lottery practices do not require prior approval of the PEC; however, notice must be received within 30 calendar days of the change.

Notifications completed 14 days prior to the next PEC meeting will be placed on the next agenda. Notifications of this type are typically placed on the consent agenda; however, any notification may be removed from the consent agenda and moved to the regular agenda for full discussion and possible action by the PEC.

Meeting minutes of the governing board of the school and the PEC will serve as an amendment to, or compliance with, the charter contract regarding this change.

Information provided by the School:

- Fully completed form
- Approved board minutes or certification of the vote taken by the board regarding the change
- Description of and rationale for the change
- A clean and red-lined copy of the lottery policy and enrollment forms and instructions

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

Lottery and Enrollment Policy and Forms Notification 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.](#)

Current section & language in school's lottery and enrollment form and instructions which will be changed or replaced (Can refer to red-line copy provided):

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

New section & language to change or replace what is provided above (Can refer to red-line copy provided):

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

The School's lottery and enrollment form and instructions notification is hereby submitted by:

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

Charter School Representative

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

Date

_____ **For PEC/CSD use only** _____

School Notification number (School name, number, date): _____.

Consent Agenda (Typical) *Regular Agenda (Unusual circumstance)*

This notification was:

Accepted

Rejected. If rejected, provide reason for rejection.

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

Public Education Commission

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

Date