



## New Mexico Public Education Commission (PEC)

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

# New Mexico Public Education Commission (PEC)

## Enrollment Cap Amendment Request 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 name of charter school ,hereafter "the School," effective on enter start date for the current charter contract.

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 number of the School's contract so that the Enrollment Cap reads:** Click or tap here to enter text.

**Rationale for the requested amendment/change:** 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 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 to enter signature

Click or tap to enter a date.

Charter School Representative

Date

**School Amendment Approval (electronic signature of governing board chair):**

Click to enter signature

Click or tap to enter a date.

Governing Board Chair/President

Date

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For PEC/CSD use only

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**PEC Meeting Date:** Click or tap to enter a date.

**Agenda:**

Regular required

**The Contract Amendment was:**

Approved

Denied (see transcript)

**Electronic signature of PEC Chair:**

*PEC Chair*

Click to enter signature

*Date*

Click or tap to enter a date.

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