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|  | **New Mexico Public Education Commission (PEC)** |

**Name Change or Mission Statement Amendment Instructions**

**Purpose**: To notify the Public Education Commission (PEC) of a name change, minor grammatical or word choice change in the school’s mission statement identified in the charter contract OR to request significant changes resulting from a name change that implies a change in mission or in the mission statement such as changes or adjustments to the school’s educational plan, approaches to learning or assessment systems.

**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.

Minor Changes:

* A name change that does not affect the mission or educational plan of the school may be placed on the consent agenda of a regular PEC meeting for possible action by the PEC but may be removed from the consent agenda during the scheduled PEC meeting for full discussion and possible action by the Commission if necessary.
* A mission amendment request with minor changes may be placed on the consent agenda of a regular PEC meeting for possible action by the PEC but may be removed from the consent agenda during the scheduled PEC meeting for full discussion and possible action by the Commission if necessary.

Substantive Changes:

* A name change that impacts the mission or educational plan of the school will be placed on the regular agenda of a PEC meeting for full discussion and possible action by the Commission.
* A mission amendment request with major changes will be placed on the regular agenda of a PEC meeting for full discussion and possible action by the Commission.

**CSD will** provide performance data (academic, organizational, and financial) for the contract term through the most recent annual report, including any outstanding compliance or investigations, and highlight information relevant to the amendment request.

**The school must provide:**

□ Fully completed form

□ Approved board minutes or certification of the vote taken by the board

□ Rationale for the change.

Contact charter.schools@ped.nm.gov with questions about completing or submitting documents.

**Name Change or Mission Statement 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., hereafter "the school," effective on Click or tap to enter the start date of the current charter contract..

**The school requests consideration from the PEC to change the terms of its contract as follows**:

[ ]  Name change not affecting mission

 [ ]  Name change affecting mission

 [ ]  Minor mission wording change

 [ ]  Substantial change in mission or wording

**The school requests that the PEC approve an amendment to Section** Click or tap here to enter text. **of the school’s contract so that the Name of the School and/or Mission Statement reads**: Click or tap here to enter text..

**The school’s current name:** Click or tap here to enter text.

**The school’s proposed new name:** Click or tap here to enter text.

**The Mission Statement currently reads:** Click or tap here to enter text.

**The proposed Mission Statement reads:** Click or tap here to enter text.

**Rationale for the requested amendment/change**: Click or tap here to enter text.

**Effective Date:** Click or tap to enter a date.

**The school's contract amendment is hereby submitted by:**

**Signature of School Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Governing Board Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**

**For PEC/CSD use only**

**PEC Meeting Date:**

**Agenda:** ☐ Regular required

**The school’s contract amendment was:** ☐ Approved ☐ Denied (see transcript)

**Electronic signature of PEC Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**