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| **A picture containing text, coin, porcelain  Description automatically generated** | **New Mexico Public Education Commission (PEC)** |

**School-Specific Goal Amendment Instructions**

**Purpose**: To request a change to an existing Academic Performance Goal or School-Specific Goal.

**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:** Changes to Performance Goals will only be effective for the next school year and not approved mid-year unless the Commission determines that exceptional circumstances exist to warrant a mid-year change.

**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, including the reason that the existing performance indicators does not presently provide an accurate assessment of the school’s performance

□ Proposed goal(s) including the following rating categories – Exceeds Standards, Meets Standards, Does Not Meet Standards, and Falls Far Below Standards. Include measures and metrics, including percentages, for each rating category.

□ Provide a short narrative, addressing how the proposed changes will affect: the curriculum, the methods of instruction, and assessments, or any additional information the school deems relevant to explain its rationale for request the change to its Performance Goals.

□ Attached template or scoring sheet detailing what information will be collected, who is responsible, and how data will be aggregated.

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

**School-Specific Goal 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** Click or tap here to enter text., **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**: Click or tap here to enter text.

**The charter school contract academic goal(s) or school-specific goal(s) currently reads**: Click or tap here to enter text.

**The amendment requests that the PEC approve Section** Click or tap here to enter text. **of the school’s contract so that the academic goal(s) or school-specific goal(s) read(s)**: Click or tap here to enter text..

**Rationale for the requested amendment, including detail as to why the existing goal should be changed**: Click or tap here to enter text.

**Effective Date:** Click or tap here to enter text.

**Please describe how the effects of the proposed change will affect: the curriculum, the methods of instruction, and assessments, or any additional information the school deems relevant to explain its rationale for request the change to its Performance Goals**: Click or tap here to enter text.

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

**Agenda:** ☐ Regular required

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

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