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

**School Relocation Amendment Instructions**

**Purpose**: To amend the charter contract when the charter school is planning to change the school’s physical location, as identified in the charter contract, when the school will be staying within the same school district. This amendment cannot be 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. The school shall not change its physical location until after the PEC has received the amendment request and the school’s request has been 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**: If the facility is now owned by a Foundation (Component Unit) of the school, please complete form A.6 Non-profit Foundation Partnership Agreement form as well.

**Information provided by the school:**

□ Fully completed form

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

□ Rationale for the change

□ Short narrative addressing, if applicable, the number of students displaced/impacted by the move and a plan to support these students and the community in the change

□ 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 provides the same to the PEC

□ Copy of Liability Insurance Coverage

□ Current NMCI rank as per the PSFA; OR An assurance that the school will not occupy any space until the school possesses a NMCI letter from the PSFA and provides the same to the PEC

□ Documentation of the capacity load of the facility to sustain enrollment requested, OR an assurance that the school will not occupy any space that does not have a sufficient capacity load to sustain the enrollment requested and provides documentation of the capacity load to the PEC

□ Proposed lease, lease purchase agreement, or purchase contract and an affidavit verifying compliance with legal requirements of Section 22-8B-4.2 NMSA 1978, OR 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 and the school will not occupy the facility until a copy of the fully executed lease has been provided to the PEC

□ Copy of Lease or Lease Purchase Arrangement if changed as a consequence of the change in ownership and an affidavit verifying that the lease or lease purchase agreement has been reviewed by legal counsel for the School for compliance with New Mexico statute

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

**School Relocation 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 the start date of the current charter contract term..

**The school requests consideration from the PEC to change the terms of its contract as follows** Click or tap here to enter text.

**Current location**: Click or tap here to enter text.

**New location (address)**:Click or tap here to enter text.

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

**Provide a narrative addressing, if applicable, the number of students displaced/impacted by the move and a plan to support these students and the community in the change**: Click or tap here to enter text.

**Provide necessary assurances**: Click or tap here to enter text.

**Identify school personnel who work for or are on the board of the non-profit foundation if the building is now owned by a non-profit foundation**: 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: \_\_\_\_\_\_\_\_\_\_\_\_\_**