



New Mexico Public Education Commission (PEC)

Grade Level Change Amendment Instructions

Purpose: To request an amendment to the charter contract to increase or decrease the number of grades served. A grade level change is not in effect until approved by the PEC.

Submission Deadline: The form must be approved prior to the change being implemented. Complete amendment requests that are submitted 28 days prior to the next PEC meeting will be placed on the next agenda. [Must be approved by the March PEC meeting in order to go into effect July 1.](#)

PEC Direction and Information Required for Each Type of Grade Level Change: The PEC differentiates between three different types of grade level amendments requests and for schools performing in the bottom 25% of schools, will look closely at the ability of the school to improve outcomes for existing students prior to approving a grade level change.

1. Increase or Decrease of One Grade Level within Same Educational Level (elementary, middle, or high)
 - a. For schools performing in the top 75% of schools academically, provide the rationale for the change and why the school believes that this will be effective and support the school community.
 - b. For schools performing in the lowest 25% of schools academically, follow requirements under Simple Grade Level Change
2. Simple Grade Level Change: Increase or Decrease of Grades within Same Educational Level
 - a. Data demonstrating that the school's educational model will be effective in the new/reduced grades, or provide examples of schools serving similar grades using the school's educational model in the proposed grades;
 - b. Demonstration of support from the community and results of a community input meeting held by the Governing Board of the school at a public meeting;
 - c. Explanation of how the grade level change will be implemented, and the impact on staffing, facilities and other areas that may be impacted; and
 - d. *For schools performing in the lowest 25% of schools academically*, information on how this change would improve student performance at the school.
3. Significant Grade Level Change: Increase that expands the school into another education level (elementary, middle, or high school) not presently being offered by the school.
 - a. Evidence of school success (academic and organizational success in implementing the existing charter) or, if the school has had academic or organizational challenges, describe what exceptional circumstances exist that would show that the change is in the best interest of the students;
 - b. Data demonstrating a need for expanded grades in the community; and

- c. Data demonstrating community support for the expansion, including meeting minutes from a community input meeting and/or a petition from the community, and consultation with a tribal entity, if appropriate.

A school should provide information that it has fully implemented its educational plan as approved in the contract. In exceptional circumstances, a school may request a grade change prior to being in operation for three years but must provide sufficient data demonstrating effectiveness and need as set forth in 1 and 2 above.

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
- 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.
- Enrollment Cap Amendment request, if needed
- Additional Square Footage Amendment request, if needed
- [Separate Facility Amendment request, if needed](#)

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

Grade Level Change 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 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 Grade Levels approved in the Charter School Contract currently reads: Click or tap here to enter text.

The school is submitting an Enrollment Cap Amendment: Yes Not needed

The school is submitting an Additional Square Footage Amendment: Yes Not needed

The school is submitting a Separate Facility Amendment: Yes Not needed

The amendment requests that the PEC approve Section Click or tap here to enter text. **of the school's contract so that the Grade Levels approve 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 expanded grades 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 for "narrative") Click or tap here to enter text.

Effective Date: 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:

Agenda: Regular required

The school's contract amendment was: Approved Denied (see transcript)

Electronic signature of PEC Chair: _____ **Date:** _____