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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

□ Concise 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 an assurance that a copy of the Certificate of Occupancy will be provided to the CSD within 30 days of occupancy

□ Letter from PSFA stating that the facility meets the New Mexico Conditions Index (NMCI); OR an assurance that the school will not occupy any space until the school possesses a letter from PSFA stating that the facility meets the New Mexico Conditions Index NMCI and an assurance that a copy of the letter will be provided to the CSD within 30 days of occupancy

□ 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 CSD

□ 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 CSD

□ 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.

**Foundation-owned facility:** check one

The facility is **not** owned by a non-profit foundation.

The facility is owned by a non-profit foundation. **Identify school personnel who work for or are on the board of the non-profit foundation**: Click or tap here to enter text.

**Certificate of Occupancy:** check one

A Certificate of Occupancy is submitted.

The school representative and governing board chair provide assurances 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 30 days of occupancy.

**New Mexico Conditions Index (NMCI):** check one

A letter from PSFA stating that the facility meets the NMCI is submitted.

The school representative and governing board chair provide assurances that the school will not occupy any space until the school possesses a letter from PSFA stating that the facility meets the New Mexico Conditions Index NMCI and an assurance that a copy of the letter will be provided to the CSD within 30 days of occupancy.

**Load Capacity:** check one

Documentation of the capacity load of the facility to sustain enrollment is submitted.

The school representative and governing board chair provide assurances 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 CSD.

**The school representative and governing board chair provide assurances 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.**  Yes  No

**LEA Code:** 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: \_\_\_\_\_\_\_\_\_\_\_\_\_**