



Albuquerque Public Schools

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 APS 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 APS has received the amendment request and the school's request has been approved by the APS.

Submission Deadline: The form must be approved prior to the change being implemented. Amendments completed 28 days prior to the next APS meeting will be placed on the next agenda.

APS 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
- ☐ Certification of the vote taken by the board (assurance by signature on form; no board minutes required)
- ☐ 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 APS 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 APS 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 APS
- ☐ 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 APS
- ☐ 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 douglas.wine@aps.edu if you have questions about completing or submitting documents.

Submit this form and all supporting documents to douglas.wine@aps.edu.

School Relocation Amendment Request Form

Submit this form and all supporting documents to douglas.wine@aps.edu

The Charter Contract was entered into by and between Albuquerque Public Schools (APS) 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 APS 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 APS 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 APS 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 APS.

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

Date of board meeting approving the requested amendment: Click or tap to enter a date.

Date the requested amendment will go into effect: Click or tap to enter a date.

Signatures below constitute assurance that the governing board has approved the requested change:

Signature of School Representative: _____ **Date:** Click or tap to enter a date.

Signature of Governing Board Chair: _____ **Date:** Click or tap to enter a date.

APS Meeting Date: Click or tap to enter a date.

Agenda: ☐ Regular required

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

☐ Amendment approved for the current school year ☐ Amendment approved for the following school year

Electronic signature of APS Chair: _____ **Date:** Click or tap to enter a date.

Effective Date: Click or tap to enter a date.