Albuquerque Public Schools

Additional Square Footage Amendment Instructions

Purpose: To notify Albuquerque Public Schools (APS) when the school is adding square footage to the existing facility or adding another building, including portable buildings, on or adjacent to the current site. 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.

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.

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)

☐ 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

☐ 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

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**.**

Additional Square Footage 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 square footage: Click or tap here to enter text.

Explain the form the additional square footage will take: 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 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

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

If the school is also submitting a Grade Level Change Amendment Request and/or Enrollment Cap Amendment Request and the information below is provided there, check N/A and do not complete the rationale section below.

- ☐ N/A (provided in the accompanying Grade Level Amendment request)
- ☐ N/A (provided in the accompanying Enrollment Cap Amendment request)
- ☐ **Rationale for the change**: Click or tap here to enter text.

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.

For APS/ Charter Schools Office Use Only

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.