Albuquerque Public Schools

Educational Program Amendment Instructions

Purpose: To request that Albuquerque Public Schools (APS) accept a proposed change to the educational program in the charter contract, including a change related to virtual or online teaching.

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: Any changes made should support and align with the charter mission. The amendment may not change the purpose of the school's mission without an amendment to the mission statement being submitted at the same time for consideration.

A school must submit a request to change the online/virtual teaching at the school that generally affects the student population as an educational program change. However, a head administrator may allow virtual/online instruction for individual students with an individualized plan or in a special circumstance that is temporary without submitting an amendment request.

APS Charter Schools Office 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 including rationale for the change

☐ Certification of the vote taken by the board (assurance by signature on form; no board minutes required)

☐ Rationale for the change, including how the change will support students' outcomes and growth

☐ 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

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**.**

Educational Program 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..

The Charter School Contract Enrollment Cap currently reads: Click or tap here to enter text.

Current Enrollment and Demographics: Click or tap here to enter text.

The amendment requests that APS approve Section Click or tap here to enter text. **of the school's contract so that the Educational Program reads**: Click or tap here to enter text.

Rationale for the requested amendment/change, including how the change will support students' outcomes and growth: Click or tap here to enter text.

Describe how the proposed change will affect the curriculum, methods of instruction, formative and summative assessments, staffing and resources, budget, and the community: 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.