



Albuquerque Public Schools

Name Change or Mission Statement Amendment Instructions

Purpose: To notify Albuquerque Public Schools (APS) of a name change, minor grammatical or word choice change in the school's mission statement identified in the charter contract OR to request significant changes resulting from a name change that implies a change in mission or in the mission statement such as changes or adjustments to the school's educational plan, approaches to learning or assessment systems.

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.

Minor Changes:

- A name change that does not affect the mission or educational plan of the school may be placed on the consent agenda of a regular APS meeting for possible action by the APS but may be removed from the consent agenda during the scheduled APS meeting for full discussion and possible action by the Board if necessary.
- A mission amendment request with minor changes may be placed on the consent agenda of a regular APS meeting for possible action by the APS but may be removed from the consent agenda during the scheduled APS meeting for full discussion and possible action by the Board if necessary.

Substantive Changes:

- A name change that impacts the mission or educational plan of the school will be placed on the regular agenda of an APS meeting for full discussion and possible action by the Board.
- A mission amendment request with major changes will be placed on the regular agenda of an APS meeting for full discussion and possible action by the Board.

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.

School must provide:

- ☐ Fully completed form
- ☐ Certification of the vote taken by the board (assurance by signature on form; no board minutes required)
- ☐ Rationale for the change.

Contact douglas.wine@aps.edu if you have questions about completing or submitting documents.
Send this form and all supporting documents to douglas.wine@asp.edu.

Name Change or Mission Statement 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:

- ☐ Name change not affecting mission
- ☐ Name change affecting mission
- ☐ Minor mission wording change
- ☐ Substantial change in mission or wording

The school requests that APS approve an amendment to Section Click or tap here to enter text. **of the school's contract so that the Name of the School and/or Mission Statement reads:** Click or tap here to enter text..

The school's current name: Click or tap here to enter text.

The school's proposed new name: Click or tap here to enter text.

The Mission Statement currently reads: Click or tap here to enter text.

The proposed Mission Statement reads: Click or tap here to enter text.

Rationale for the requested amendment/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.