

School Name or Address Change

If your school or program wishes to report a name change or an address change to the NCAA Eligibility Center, please follow these steps:

1. Submit your name change or address change in writing on school letterhead. The letter must contain the following information:
 - a. Former school name/address/CEEB code;
 - b. New school name/address/CEEB code;
 - c. Reason for change;
 - d. Information regarding whether your curriculum or instructional program has changed; and
 - e. Effective date of change.

2. Letter must be signed by the principal or headmaster.

3. Email the letter to ec-highschool@ncaa.org.