How to Update School Name or Address

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 all of the following information:
   - Former school name/address/CEEB code.
   - New school name/address/CEEB code.
   - Reason for change.
   - Information regarding whether your curriculum or instructional program has changed.
   - Effective date of change.

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

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