CHANGE NAME OF SCHOOL PROCEDURE

- 1. Submit a cover letter which requests approval of name change. Indicate the new name of the school and the effective date of the change;
- 2. Submit an updated PSC-1 form;
- 3. Submit a rider to your school bond and solicitor bond (if applicable), amending the name of the principle (the school); and
- 4. Submit verification of name change through Secretary of State's office.