



**MEMORANDUM**

**TO:** Play It Smart Academic Coaches  
High School Administrators and Coaches

**FROM:** Kristen Davis

**DATE:** October 16, 2007

**RE:** NCAA Transition from the Clearinghouse to the Eligibility Center

Please be advised that the NCAA will begin the transition from the Initial Eligibility Clearinghouse, located in Iowa City, Iowa, to the Eligibility Center, located in Indianapolis, Indiana, during the week of October 22.

To facilitate this transition, the website, [www.naaclearinghouse.net](http://www.naaclearinghouse.net) will be shut down on Wednesday, October 24. Therefore, it will not be possible for students to register, view their respective high school's 48-H form (core-course list) or for administrators to amend their high school's respective core-course list. Inasmuch as NCAA legislation requires high school seniors to be registered with the Clearinghouse prior to making an official paid visit, those high school seniors who, during the week of this transition, are making official visits to NCAA schools, must be registered with the Clearinghouse by Monday, October 22. The website will be operational on Monday, October 29.

After October 29, all core-course information that cannot be submitted online and all transcripts shall be submitted to the following addresses:

REGULAR MAIL

NCAA Eligibility Center  
Certification Processing  
PO Box 7136  
Indianapolis, IN 46207-7136

OVERNIGHT MAIL

NCAA Eligibility Center  
Certification Processing  
1802 Alonzo Watford, Sr. Drive  
Indianapolis, IN 46202

Additionally, please note that the Clearinghouse phone lines will be operational throughout this transition during regular business hours. General questions may be addressed to staff members at 877-262-1492. This will be the same phone number available to the public and high school administrators after the transition to the Eligibility Center is complete.

Finally, The NCAA anticipates that the Eligibility Center will be fully operational by Thursday, November 1.