

State Authorization Reciprocity Agreement (SARA) Institutional Change of Contact Request Form

Participating institutions are responsible for notifying the State Portal Entity (SPE) of changes to its primary, secondary or billing contact staff information. **Do not contact the National Council for State Authorization Reciprocity Agreements (NC-SARA) directly for changes in institutional contact information.** As the designated SPE, the State Council of Higher Education for Virginia (SCHEV) will update its records and notify all internal/external stakeholders of the staffing changes. This process assures the appropriate institutional contacts are receiving NC-SARA, Southern Regional Education Board (SREB), State Authorization Network (SAN), and SCHEV communications. To authorize the request, the Signatory Officer (Chief Executive Officer/President or Chief Academic Officer/Provost) should complete, sign and submit the completed form to Virginia-SARA@schev.edu.

Primary Contact

Name:

Title:

Direct Phone Number:

Email Address:

Secondary Contact

Name:

Title:

Direct Phone Number:

Email Address:

Billing Contact:

Name:

Title:

Direct Phone Number:

Email Address:

Signatory Officer Authorization

Signatory Officer Typed Name:

Signatory Officer Title:

Signatory Officer Signature: _____

Date: