**DIRECTIONS FOR NLSA TEAM CAPTAINS**

1. You need to communicate with your team members about the Minnesota South District Accreditation website. I will supply you with the password so that your team members will have access to the information from the school they are visiting.
2. Since all elements of the self-study will be posted on this website, we are asking that team members do their advance preparation electronically by downloading the elements to their own storage and do their “notes and marking” electronically.
3. The intent of number 2 is to have the visiting team members do their advance work electronically and then have their hard copy (ring binder) waiting for them on site when they arrive. HOWEVER, if you have team members who would prefer to have that ring binder in their hand, please communicate that to the NLSA School Coordinator.
4. The URL for the web site is: **minnesotanlsa.org**
5. The password to get into your pages will be provided privately and may be shared with anyone who needs access to your self-study information.
6. You may find contact information for Clet Pfeiffer on the front page of this web site.

**Cletus Pfeiffer**