**DIRECTIONS FOR NLSA CONSULTANTS**

1. You need to continue to communicate with your school and indicate to them which segments have been approved for final “publication.” Only after you approve shall the NLSA School Coordinator contact Clet Pfeiffer for directions to post these items on the website.

**Please help to monitor the following information from the school with which you are consulting:**

1. When you name the files for uploading, keep the file name as short as possible. For example, the document representing **Standard 1** should be just that. Don’t worry about including any further descriptor for the standard. Understandable abbreviations are also very appropriate.
2. Next, identify all documents coming from your school by putting a school ID after the file name. The reason for this is that I have learned the hard way that if two files have identical names, the most recently posted file will populate all other file spaces that have the same name on the entire site. The assigned scheme will be as follows:
* Martin Luther High School = **MLHS**
* St. John’s-Corchoran = **SJC**
* Zion-Mayer = **ZM**
* Trinity Lone Oak = **TLO**
* St. John’s-Norwood Young America = **NYA**
1. That would look like this: **Standard 1 MLHS**, or **Standard 2 SJC**, or **Standard 3 NYA**.
2. The URL for the web site is: **minnesotanlsa.org**
3. 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.
4. **Remember, you need to continue to communicate with your school until you give the captain final permission to proceed with the team visit.**
5. You may find contact information for Clet Pfeiffer on the front page of this web site.

**Cletus Pfeiffer**