**DIRECTIONS FOR NLSA SCHOOL COORDINATORS**

1. You need to continue to communicate with your consultant who will indicate that segments and/or the entire self-study have been approved and will give you permission to post parts or all on the Minnesota South District Accreditation Commissions website.
2. At that point contact Clet Pfeiffer for directions about how to publish your documents to your pages on the web site.
3. We will then decide whether you will upload the documents or if you want to send them to me for uploading.
4. 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.
5. 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 on the entire site that have the same name. 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**
6. That would look like this: **Standard 1 MLHS**, or **Standard 2 SJC**, or **Standard 3 NYA**.
7. The URL for the web site is: **minnesotanlsa.org**
8. 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.
9. **Remember, you need to continue to communicate with your consultant.**
10. You may find contact information for Clet Pfeiffer on the front page of this web site.

**Cletus Pfeiffer**