Dear NLSA Captain,

Within the past one to six years you served as captain of a National Lutheran School Accreditation visiting team for the school noted in the cover for this e-mail. You probably know that our practice in the Minnesota South District is to ask the captain of the visiting team for each school to review the annual report for that school and submit an opinion about whether or not you think the school is making adequate progress at addressing their goals and/or charges left from the visiting team.

Your school’s annual report is posted on the website for the Minnesota South District Accreditation Commission.

Please follow these directions:

1. Log in to the website: **minnesotanlsa.org**
2. From the menu bar across the top, choose the **Annual Reports** tab.
3. When you select that tab, you will be prompted to enter a password.
4. That password is: **nlsa2014**
5. Locate, download, and read (print if you like) the annual report from the school whom you are evaluating.
6. **THEN**, from the menu bar select the tab entitled **Captain’s Report**.
7. Simply complete and submit the electronic form. This form will be sent to Gae Ash at the District Office and to Cletus Pfeiffer, chairman of the District Accreditation Commission. The District Accreditation Commission has the final authority on the continuing accreditation of the schools, and we cherish your opinion as we make that decision.
8. We thank you immensely for your contribution to improving Lutheran education in the Minnesota South District. It is our prayer that our God will bless you, even as you have been a blessing to so many!

**Blessings from your District Accreditation Commission**