



## **NLSA Annual Report Letter February 16, 2018**

The National Lutheran School Accreditation ***Cumulative Annual Report*** is due by **April 15**. Your fee for NLSA should have been submitted in October to the NLSA office. All reports (site visit or annual) should include an NLSA ***Face Sheet***.

1. Submit one copy of your NLSA ***Cumulative Annual Report*** electronically to the Missouri District office to Martha Schellin at [martha.schellin@mo.lcms.org](mailto:martha.schellin@mo.lcms.org). Do not send a copy of this report to the NLSA office. Please make sure that all Visiting Team Recommendations (Standards Based) or Goals, Objectives, and Strategies (On-going Improvement), Action Plan (Evidence Based) are written in the annual Report. Please list all Target Years as school years (i.e. 2018-19).
  
2. Schools going through their Site Visit this school year make sure to:
  - Include the following information:
    - Title Page
    - Forward
    - Disclaimer
    - Visiting Team Report
    - Exit Report
    - General Information Section of the School Profile
    - Most recent Statistical Report
    - List of steering and subcommittee members
  
  - Send one copy of your NLSA ***Self-study Report*** electronically to the Missouri District Office.
  
  - Send one copy of the ***Visiting Team Report*** electronically to the Missouri District Office **by May 15**.

If you have any questions regarding the completion of the *NLSA Report Forms*, please contact Alan Freeman at 314-590-6209 or [alan.freeman@mo.lcms.org](mailto:alan.freeman@mo.lcms.org).