

Southern District, LCMS
New Synodically Certified Educator (*) Report

This form is to be completed and sent to the Southern District office whenever an LCMS Synodically certified () teacher/administrator joins your staff.*

Teacher Name <i>(please print)</i>	
Teacher's E-mail Address	
Name of School	
City, State	
School Year	201__ to 201__
Grade Level	
Today's Date	

Please check which of the following applies and complete the corresponding information:

- Transferred from another LCMS District:

District		
School last served		
City, State		
Letter of transfer has been requested from previous district <i>(please check one)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

- Accepted call within the Southern District:

School last served	
City, State	

- New Graduate from:

Concordia _____ (Please insert city)

- Colloquized

Year _____ from Concordia _____ (Please insert city)

Installation/Commissioning:

Notification has been sent to the Southern District President requesting permission to install/commission teacher <i>(please check one)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	(Note: This is required before installation.)	
Intended date of installation		
Intended officiant		

After filling in the information, send this form to:

Mr. Gene Menzel
 Southern District, LCMS
 68446 Tammany Trace Drive, Suite 5
 Mandeville, LA 70471-7793

Or fax to: **985-871-9696**

(*) Educators who have graduated from an institution of the Concordia University System, and who are eligible to receive a Call to serve in an LCMS Congregation/ministry.