

**Florida-Georgia District Accreditation Commission
Request for Extension to File Annual Report**

Annual Accreditation reports and fees are due in the Florida-Georgia District office no later than April 15th each year. As a courtesy, the District Accreditation Commission will grant schools a one-month extension, per the following resolution passed by the Florida-Georgia District LCMS DAC:

“Effective the 2004-05 school year, when a school is unable to meet the April 15th deadline for submitting the Cumulative Annual Report (CAR) to the District Office, they will be required to request a 30 day extension (to May 15th) for filing their completed CAR, and will be required to pay a \$200 late fee. The school must submit a downloadable Request for Extension that is signed by the School Administrator and the Chairperson of the Board of Education and/or the Pastor along with the late fee payment. After April 15th, requests for extension will no longer be accepted, and the District Accreditation Commission will not recommend continued accreditation to the NLSA National Accreditation Commission.”

However, schools MUST submit the “Application for Extension” **AND** submit an extension fee of \$200. This application must be postmarked no later than April 15th, or submitted via fax or e-mail by 4:00 pm on April 15th. Payment must accompany this request and can be made via check, or via credit card at the district website – click on Home/Online payments, or the direct link below.

Failure to submit the Annual Report, or extension request by April 15th will result in a recommendation to the Commission to discontinue accreditation.

Name of school: _____

School Address: _____

City, State, Zip: _____

Please consider this application and receipt of the enclosed fee, as our request for an extension to submit our 2017 Annual Accreditation Report and Fee. This extension is valid until May 15, 2017.

Administrator

Date

School Board Chair/Pastor

Date

Mail this form to: Mark Brink
Florida-Georgia District LCMS
5850 T G Lee Blvd Suite 500
Orlando, FL 32822

Or fax to: 407-857-5665

Or e-mail to: lvoss@flgadistrict.org

Online payments via credit card can be made by clicking on the online payment button in the footer of any page of the District website: <http://www.flgadistrict.org>

When you get to the Vanco Services site, click on Accreditation and type in \$200.00.