

Southern District, LCMS
Change in Educator Status Report

This form is to be completed and sent to the Southern District office whenever a teacher/administrator leaves your staff.

Teacher Name <i>(please print)</i>	
Teacher's E-Mail Address	
Name of School	
City, State	
Last date of employment	
Today's Date	
Synodically certified (*)? <i>(please check one)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Check which of the following applies and complete the corresponding information:

- Transferred to another LCMS District:

District	
School	
City, State	
Notification has been sent to district office <i>(please check one)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

- Accepted call within the Southern District:

School transferred to	
City, State	

- Other reason for leaving: *(please check appropriate box)*

<input type="checkbox"/>	Now serving in a public school
<input type="checkbox"/>	Now serving in another private (non-Lutheran) school
<input type="checkbox"/>	Other occupation
<input type="checkbox"/>	Retirement
Other: <i>(Please list)</i>	

Educator forwarding address: *(please supply if available)*

Address	
City, State Zip	
Phone	

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.