

October 2021

Dear Private School Administrator:

Thank you for your interest in the National Blue Ribbon Schools Program. CAPE has been selected by USDE to facilitate the application process for private schools. We are honored to do so. As always, pre-registration is required, you may do so now at the link found [here](#). Schools interested in applying must pre-register for the program by November 1, 2021. Schools not pre-registered will not be able to apply.

CAPE's Web site (www.capenet.org/brs.html) and the Department's application contain important information regarding the 2022 program. You should review the Web site and application very carefully. We generally receive many more applications than we are able to submit to the Department (our quota is 50), so we often have to eliminate schools because of noncompliance with detailed technical requirements. To avoid this unfortunate outcome, read the requirements closely. The "Frequently Asked Questions" (FAQ) section of our Web site will be updated as necessary to provide clarification regarding the rules governing the program and to respond to evolving questions; you should review it periodically. Private school applications will be evaluated and processed according to the guidance, standards, procedures, and timeline published on CAPE's Web site.

Please note that the application procedures for private schools differ somewhat from the procedures for public schools. Here is the private school process at a glance:

- **By November 1, 2021:** School officials must register for the program using the online registration form. Schools not registered by November 1 are not eligible to apply.
- **After November 8, 2021:** School officials receive an email notification containing a school code and keyword that they can use to access their online application.
- **By January 7, 2022:** CAPE must receive from the school (a) two hard paper copies of the online application, (b) an original application cover sheet signed by all appropriate parties, and (c) all appropriate assessment verification document(s). CAPE must receive the package by 5 PM, January 7, which means the packages must be sent well in advance of that date. The online version of the application, as well as the publisher's assessment verification data, must also be uploaded to the online portal by this date.
- **By February 18, 2022:** CAPE provides school officials with feedback from the application review process and advises them whether or not their school will be among the 50 to be nominated.
- **By March 18, 2022:** Schools selected by CAPE must have online edits completed by this date.
- **By April 9, 2022:** CAPE submits final applications for nominated schools to the Department of Education.
- **September 2022:** The Secretary of Education announces the 2022 Blue Ribbon Schools.

Throughout the process, please do not hesitate to contact CAPE with any questions you might have regarding the application or the program. We'll be sure to do our best to find the answer and to help you get through the process. E-mail messages about the program are best sent to brs@capenet.org.

Best wishes for great success with the application process.

Sincerely,



Michael Schuttloffel
Executive Director

**CAPE member
organizations:**