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**CAPE member
organizations:**

Agudath Israel
of America
Association of Christian
Teachers and Schools
Association of Christian
Schools International
Association of Waldorf
Schools of N.A.
Christian Schools
International
Council of Islamic Schools
in North America
Council on Educational
Standards and
Accountability
Evangelical Lutheran
Church in America
Friends Council
on Education
Islamic Schools League
of America
Jesuit Schools Network
The Lutheran Church-
Missouri Synod
National Association of
Episcopal Schools
National Association of
Independent Schools
National Catholic
Educational Association
National Christian
School Association
Office for Lasallian
Education, Christian Brothers
Conference
Oral Roberts University
Educational Fellowship
Seventh-day Adventist
Board of Education
United States Conference
of Catholic Bishops
Wisconsin Evangelical
Lutheran Synod Schools
Affiliated State
Organizations

October 2020

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 October 30, 2020. 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 2021 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 October 30, 2020:** School officials must register for the program using the online registration form. Schools not registered by October 30 are not eligible to apply.
- **After November 9, 2020:** School officials receive an email notification containing a school code and keyword that they can use to access their online application.
- **By January 6, 2021:** 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 6, which means the packages must be sent well in advance of that date. The online version of the application must also be submitted by this date.
- **By February 19, 2021:** 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 19, 2021:** Schools selected by CAPE must have online edits completed by this date.
- **By April 9, 2021:** CAPE submits final applications for nominated schools to the Department of Education.
- **September 2021:** The Secretary of Education announces the 2021 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