

1300 Pennsylvania Ave., NW
#190-433
Washington, DC 20004
844-883-CAPE(tel)
cape@capenet.org

www.capenet.org

CAPE member organizations:
Agudath Israel of America
American Montessori Society
Association Montessori International—USA
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
Lutheran Church—Missouri Synod
National Association of Episcopal Schools
National Association of Independent Schools
National Catholic Educational Association
National Christian School Association
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 2018

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.

CAPE's Web site (www.capenet.org/brs.html) and the Department's application contain important information regarding the 2019 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 6, 2018:** School officials must register for the program using the online registration form. Schools not registered by November 6 are not eligible to apply.
- **After November 15, 2018:** School officials receive an email notification containing a school code and keyword that they can use to access their online application.
- **By December 19, 2018:** 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, December 19, which means the packages must be sent well in advance of that date.
- **By January 29, 2019:** 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 29, 2019:** School officials from nominated schools submit their final online applications to the Department of Education.
- **September 2019:** The Secretary of Education announces the 2019 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