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November 30, 2016

«PrincipalPrefix» «PrincipalFirstName» «PrincipalLastName»
«SchoolName»
«Address1»
«City», «Abbreviation» «Zip»

Dear Principal «PrincipalLastName»:

It was brought to our attention that schools found getting signed copies of coversheets prior to accessing the online application challenging. This step has been altered by giving schools access to the online application once the coversheet information is submitted (not uploaded). You are still required to obtain signatures and upload the signed document however this can be done by the deadline of December 16th.

Again, thank you for registering for the 2017 National Blue Ribbon Schools (NBRS) program.

You are now ready to complete the actual online application by visiting the NBRS School Portal for 2017 at <http://portal.nationalblueribbonschools.com>. To submit your online application you will need to create a registration account using the SCHOOL CODE and KEY WORD provided in the previous email.

Once registered, these are the steps in completing your application:

1. Edit and verify your school and contact information for the cover page
 - a. When done, click 'submitted complete'
 - b. The icon becomes locked
 - c. The download and upload cover page icons appear
 - d. The online application icon appears
2. Enter application and data table information
 - a. 'Save and continue' option is available while working on your application
 - b. 'Print Draft' is available for reviewing your work
3. Complete application by clicking 'Submit completed application'
 - a. The application icon becomes locked
- Download and print cover page
4. Obtain the required signatures for the cover page
5. Scan and upload a PDF cover page using the 'upload cover page'
 - a. Click 'Upload Cover Page'
 - b. The icon becomes locked
6. Print and mail 2 signed copies of completed application to CAPE for receipt no later than December 16th

As each step is completed the dashboard section will become locked and no longer accessible. If you need to have a section unlocked please contact the NBRS support team at the following address:

<http://nationalblueribbonschools.ed.gov/support-and-feedback/>

If you need assistance in accessing or using the online system, please contact NBRIS Technical Assistance Team, via our [Online Help Desk](#) or by phone: 800-258-0802.

For all other questions, please contact CAPE at brs@capenet.org or phone: 301-916-8460.

Thank you.