2023 NBRS Application Preparation Pacing Guide – Non-Public Schools

This chart provides one possible timetable to keep you on track to complete the NBRS application by the required due date. Feel free to revise as needed to better meet your school's needs, but the NBRS program strongly recommends leaving ample time for an editing and proofreading phase.

Week	*Task*	*Assigned To*	*Complete*
Week 1: **November 7**	Assemble an application writing team and schedule a planning meeting.		
	Log on to the online application portal and become familiar with the online application format.		
	Begin collecting electronic signatures for cover page.		
Week 2: **November 14**	Meet with the writing team, discuss required information, and assign sections/questions.		
	Recruit an editor to revise/integrate all narrative sections and a proofreader with strong grammatical skills.		
Week 3: **November 21**	Prepare information for the Demographics section.		
	Begin writing the narrative sections.		
	Begin conducting weekly status check-ins with the writing team to make sure everyone is on schedule.		
Week 4: **November 28**	Continue writing the narrative sections and preparing information for the Demographics section.		
Week 5: **December 5**	Follow up on missing signatures, as necessary.		
	Continue writing the narrative sections and preparing information for the Demographics section.		
Week 6: **December 12**	Collect all narrative sections and compile into one document.		
	Read through compiled narrative sections to ensure questions are answered completely.		
Week 7: **December 19**	Send compiled narrative sections to the editor for a second reading and to revise for clarity and coherence.		
	Review and finalize all information in the Demographics section.		
Week 8 -9: **December 26** **January 2**	Make the editor's suggested revisions. The application should read as though it were written by one person, even if there were many writers.		
	Send the complete application to the proofreader and fix any errors found by the proofreader.		
	Enter the application responses into the online application form and submit final application online.		
	Print 2 copies of the final application. Make 1 copy of the publisher's norm-referenced test assessment validation.		
	Mail 2 hard copies of application and 1 hard copy of publisher's assessment validation to CAPE; to be received by January 6.		