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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 North America
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
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 2023

Dear Private School Administrator:

Thank you for your interest in the National Blue Ribbon Schools Program. CAPE is honored to facilitate the NBRSS application process for private schools. Pre-registration is required, you may do so now at the link found [here](#), by October 27, 2023.

CAPE's website [Blue Ribbon Schools - Council for American Private Education \(capenetwork.org\)](#) and the Department's application contain important information regarding the 2024 program. Review CAPE's website and the application carefully. We receive 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 outcome, read the requirements closely. The FAQ section provides clarification regarding the rules governing the program and to respond to evolving questions. Private school applications will be evaluated and processed according to the guidance, standards, procedures, and timeline published on CAPE's website.

Here is the private school process at a glance:

- **By October 27, 2023:** School officials must register for the program using the online registration form. Schools not registered by October 27 are not eligible to apply.
- **After November 4, 2023:** School officials receive an email notification containing a school code and keyword that they can use to access their online application.
- **By January 12, 2024:** 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 13, 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 23, 2024:** 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 22, 2024:** Schools selected by CAPE must have online edits completed by this date.
- **By April 5, 2024:** CAPE submits final applications for nominated schools to the Department of Education.
- **September 2024:** The Secretary of Education announces the 2024 Blue Ribbon Schools.

Do not hesitate to contact CAPE with any questions you might have regarding the application or the program. Messages about the program are best received at brs@capenet.org.

Sincerely,

Michael Schuttloffel
Executive Director