



Maryland Green Ribbon School Review

The following steps are used to review applications submitted to MSDE for consideration and nomination to US Department of Education for US Green Ribbon School recognition.

1. Applications are prepared and shared with my networks during the summer or very early in the school year.
 - a. The deadline for application submission provides enough time for the review process to take place before the US Green Ribbon School (USGRS) deadline imposed by US Department of Education.
2. Roughly one month prior to the application due date (due to MSDE), convene a review panel consisting of those with particular expertise within the parameters defined by the USGRS rubric.
 - a. Ideally, there will be enough reviewers to allow for each application to be reviewed 3 times.
 - b. Encourage reviewers to focus on their area of expertise and to feel comfortable leaving items blank if they are not knowledgeable of a particular aspect.
3. Supply each reviewer with the rubric and applications to review being sure to provide a due date for review completion.
 - a. The due date must allow for enough time to analyze the reviews and determine whether or not the school application will be nominated further.
 - b. There also needs to be enough time to prepare the nominated applications for submission to US Department of Education to meet their deadline.