

California Independent Study School of Excellence Award Application Instructions & Guidelines

1. Important Dates & Deadlines

- **Application Submission Deadline:** Wednesday, September 16, 2026
- **Notification of Status:** Early Spring 2027
- **Awards Gala Celebration:** April 21-25, 2027 (at the CCEA Plus Annual Conference and Model School Gala Awards Night in Visalia, CA)

2. Eligibility Criteria

To qualify for this recognition award, applicant schools must meet the following baseline parameters:

- **Operational History:** Must have at least three (3) consecutive years of operation.
- **Governance Type:** Must operate under one of the following structures within California:
 - Public Charter School
 - Local School District Program (LEA)
 - County Office of Education (COE) Program

3. Submission Requirements & Logistics

All application materials must be uploaded directly to the CCEA Plus server.

- **Submission Portal:** www.cceanet.org
- **File Format:** All uploaded files must be in **PDF format**.
- **File Organization:** Do not combine your submission into a single file. You must upload each of the following required documents individually:
 1. Completed *Independent Study School of Excellence Award Application*:
 - Cover Page
 - School Information Page
 - Narrative Sections A through F
 2. Valid *WASC (Western Association of Schools and Colleges) Awards Letter*.
 3. Blank copy of your program's *Master Written Agreement / Learning Contract* (included as a mandatory operational reference).

4. Formatting & Narrative Constraints

To ensure an equitable and standardized review process by the judging panel, applications must strictly adhere to the following layout constraints. Non-compliant applications may be disqualified.

- **Page Limits:** No individual section (Section A through Section F) may exceed two (2) pages in length.
- **Typography:** Must use 11-point or 12-point Arial Font, single-spaced.
- **Margins:** Layout must maintain a 1-inch margin on all sides of the page.
- **Structure:** Every section must be clearly labeled (e.g., *Section A: School Profile & Overview*). Prompts within each section must be answered in a narrative format (bullet list not allowed), sequential order and clearly identified by their prompt numbers.

5. Award Benefits & Recognition

Schools selected for this designation will receive high-profile professional honors, including:

- An official **CCEA Plus Certificate** for the *Independent Study Schools of Excellence Recognition Award*.
- A customized **commemorative plaque** to display on your campus.
- Formal, on-stage celebration and presentation during the **2027 Model School Gala Awards Night**.