



## ***NYSSB Culminating Project Notification Form***

The Office of Bilingual Education and World Languages will be scheduling school visits to sample and observe Seal of Biliteracy Culminating Projects and provide feedback and support to schools. This is a TEMPLATE of the online form that lists the date(s), time(s), and location(s) of the Culminating Project presentations as well as the language(s) in which the presentations will be given. The online form (see link below) must be submitted each year the school offers the Seal by no later than April 15<sup>th</sup>. If your school/district is selected, you will be notified by no later than April 30<sup>th</sup> with the date/time of visit and the name and contact information of the OBEWL representative that will be present. This TEMPLATE is being provided so that schools can gather the required information before entering it on the online form (<https://forms.gle/8nYmjQJmRxZR3cX59>). Only online submissions will be accepted starting in the 2019-20 school year. Do not email this form to NYSED.

If your district has more than one school that offers the Seal **and** the Culminating Project Presentations will take place at different locations, please submit a separate form for each location. If presentations will take place at the same location on the same dates, only one form need be submitted.

<https://forms.gle/8nYmjQJmRxZR3cX59>

### **School information**

<b>District Name:</b>			
<b>Is this a NYC DOE public school?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>School Name(s)</b>			
<b>Contact Person:</b>		<b>Phone:</b>	
<b>Email:</b>			

### **Date(s), Time(s), Location and Languages of Culminating Project Presentations**

<b>Location of presentations:</b>			
<b>Street:</b>			
<b>City:</b>		<b>County</b>	<b>Zip</b>
<b>Contact person at location: (if different from above)</b>		<b>Phone:</b>	
<b>Email:</b>			
<b>Date(s) / time(s) of presentations:</b>			
<b>Language(s) of presentations:</b>			

**Superintendent/Chief Administrative Officer or designee electronic signature**

By entering your name below, you are signing this form electronically. You agree that your electronic signature is the legal equivalent of your manual signature on this form.

<b>Name:</b>	<b>Title:</b>
<b>Email:</b>	<b>Date:</b>

Submit this information electronically using the following link by no later than April 15:

<https://forms.gle/8nYmjQJmRxZR3cX59>

Questions regarding this form can be directed to [candace.black@nysed.gov](mailto:candace.black@nysed.gov) or via phone at (518) 474-8775.

