The Office of Bilingual Education and World Languages (OBEWL) will schedule visits with approximately five-to-ten percent of schools offering the NYSSB for two purposes: (1) to observe and participate in Culminating Project\* presentations and (2) to provide feedback and support to schools in this process. This [online form](https://forms.gle/NT8KiwzQX4rHZ4p79) is used to notify the New York State Education Department (NYSED) of the date(s), time(s), location(s), and language(s) of these presentations so that a small sample of schools to visit can be selected and scheduled. This TEMPLATE is being provided so that schools can gather the required information before entering it on the [online form](https://forms.gle/NT8KiwzQX4rHZ4p79). Only online submissions of forms will be accepted. **Do not email this form to NYSED.**

All schools must submit this form electronically no later than **April 15th**. If your school is selected, you will be notified on a rolling basis by no later than April 30th with the date and time of visit and the name and contact information of the representative that will be present.

If your district has more than one school that offers the NYSSB **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.

**School information**

|  |  |
| --- | --- |
| 1. **District name**
 |       |
| 1. **Is this a NYC DOE public school?**
 | 🞏 Yes 🞏 No |
| 1. **School BEDS code**
 |       |
| 1. **School name**
 |       |
| 1. **Street address**
 |       |
| 1. **City**
 |       |
| 1. **Zip code**
 |       |
| 1. **Region (Please check one.)**
 | 🞏 Capital-East 🞏 Hudson Valley 🞏 Long Island 🞏 Mid-State🞏 Mid-West 🞏 New York City 🞏 West |
| 1. **Contact name**
 | First:       | Last:       |
| 1. **Phone**
 |       |
| 1. **Email**
 |       |

\*Culminating Project is used to refer to a project, scholarly essay, or portfolio submitted for 2 point towards the NYSSB in English and/or a World Language.

**Culminating Project Presentations in World Languages**

|  |  |
| --- | --- |
| 1. **Location of presentations**
 |       |
| 1. **Street**
 |       |
| 1. **City**
 |        |
| 1. **Zip**
 |       |
| 1. **Date(s) / time(s) of presentations**
 |       |
| 1. **Language(s) of presentations**
 |       |
| 1. **Are you planning for in-person or virtual presentations, or both?**
 | 🞏 In-person only 🞏 Virtual only 🞏 Both In person & virtual |
| 1. **Does your school have the capability of allowing for a virtual visitor?**
 | 🞏 Yes 🞏 No |
| 1. **Contact person at location (only if different from main contact)**
 | First:       | Last:       |
| 1. **Contact Phone (10-digits)**
 |       |
| 1. **Contact Email**
 |       |
| **Electronic signature of the Designee of the Building Principal**By entering your name below, you are signing this form electronically, attesting to the accuracy of the information submitted, and confirming that you have notified the Superintendent/Chief Academic Officer of the submission of this form. You agree that your electronic signature is the legal equivalent of your manual signature on this form. |
| **23. First**:      | **24. Last**:      | **25. Title:**       |
| **26. Email:** | **27. Date:**       |

**Submit this information electronically using the** [**online form**](https://forms.gle/NT8KiwzQX4rHZ4p79) **by no later than April 15:**

**Questions regarding this form can be directed to** **candace.black@nysed.gov** **or via phone at (518) 473-7505.**

