



NYSSB Seal Request Form

The Office of Bilingual Education and World Languages will provide the physical Seal sticker to be placed on the diploma and a medallion for each student along with a certificate template. This is a TEMPLATE of the online form that is to be used by New York State (NYS) schools to notify the New York State Education Department (NYSED) of the number of physical Seals and medallions requested. This TEMPLATE is being provided so that schools can gather the required information before entering it on the online form (<https://forms.gle/ppxd9gXrVzpUbmm39>). Only online submissions will be accepted starting in the 2019-20 school year. Do not email this form to NYSED.

Each school awarding the Seal must submit this online Seal Request Form by no later than May 31st of each year.

In addition, in order to receive the physical Seals, schools must also submit a completed **End-of-Year Data Form** (as an Excel spreadsheet – do not send a PDF or a link) emailed to obewldocsubmit@nysed.gov. Physical seals, medallions and a certificate template will only be provided for students who have completed all of the required criteria at the time the Seals are ordered. If additional students complete the requirements after the deadline (for instance, students who are waiting for AP/IB exam scores that are generally available in July), schools must resubmit amended Seal Request and End-of-Year Data forms once the scores are available so that the remaining Seals can be mailed to the contact person.

Please submit this information electronically using the following link by May 31st:

<https://forms.gle/ppxd9gXrVzpUbmm39>

District name:			
Is this a NYC DOE public school?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
School name:		School BEDS code:	
Street address:		City:	
Zip code:		Request date:	
Contact name:		Date needed by:	
Phone:		Graduation year:	
Email:		Number of students receiving the Seal*:	

*The number of students receiving the Seal reported on this form must be only those who, at the time this form is submitted, have met all of the criteria required to earn the Seal (3 points in English + 3 points in a World Language other than English).

Please check the region in which your school is located.	Region
	Capital-East
	Hudson Valley
	Long Island
	Mid-State
	Mid-West
	New York City
	West

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.

Name:	Title:
Email:	Date:

Please submit this information electronically using the following link by May 31st:

<https://forms.gle/ppxd9gXrVzpUbmm39>

Submit the completed End of Year Data form (as an Excel spreadsheet – do not send a PDF) emailed to obewldocsubmit@nysed.gov.

Please allow 1-2 weeks to process your request.

Questions regarding this form can be directed to candace.black@nysed.gov

or via phone at (518) 474-8775.

