



THE NEW YORK STATE SEAL OF BILITERACY (NYSSB) GUIDANCE TOOLKIT

Module 6: Planning to Celebrate the NYSSB



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MODULE 6 OBJECTIVES

Participants will be able to:

- Know how to fill out and submit the Seal Request Form;
- Brainstorm how, when, and where the New York State Seal of Biliteracy (NYSSB) candidates will be celebrated at their school; and
- Identify the resources, tasks, and staff necessary for this celebration.



WARM UP

How and when are you planning to celebrate the NYSSB in your school?



TIMELINE

SUGGESTED TIMELINE FOR THE NYS SEAL OF BILITERACY

Planning Stage	<p>Formation Seal of Biliteracy Committee:</p> <ul style="list-style-type: none"> - Determine members of the Seal of Biliteracy Committee (SBC): Administrator, Guidance counselor, World Language Teacher, ELA teacher, ESOL/ENL teacher, Other members - SBC members read the NYS Seal of Biliteracy Handbook 	Aug-Sept
	<p>Communication of the program:</p> <ul style="list-style-type: none"> - Advertise the Seal of Biliteracy to the school community - Establish points of contact for the students, parents and stakeholders 	Sept-Oct
Recruitment Stage	<p>Identification of the qualified cohorts and plan development:</p> <ul style="list-style-type: none"> - Identify students who are qualified and interested in applying for the Seal - Determine how students will earn their 3 credits each for both World language and English - Develop rubrics for both world language and English presentation - Create a timeline for important events - Begin plans for student recognition and awards - Identify potential student candidates for future years to inform and begin the process of planning for Seal candidacy 	Oct-Nov
	<p>Notification to NYSED of intent to establish the NYSSB program for the year:</p> <ul style="list-style-type: none"> - Complete the online School Notification Form (by December 1) 	Nov-Dec
Implementation Stage	<p>Student application and scheduling an advisor:</p> <ul style="list-style-type: none"> - Students submit applications - Match Seal candidates with advisors 	Dec- Jan
	<p>Student Evaluation:</p> <ul style="list-style-type: none"> - Advisors monitor students' progress and prepare for presentations - World language assessments completed - Panel presentations conducted - Submit online Culminating Project Notification Form (by April 15) 	Jan-May
Celebration Stage	<p>Ordering of the Seal Image:</p> <ul style="list-style-type: none"> - Submit online Seal Request Form (by May 31) - Email the End-of-Year Data Form Excel spreadsheet (by May 31) - Finalize plans for student recognition and awards 	May
	<p>Celebrating students' achievement:</p> <ul style="list-style-type: none"> - Recognize student achievements - Use SIRS code 8312 to designate the Seal of Biliteracy on students' transcripts - Affix Seals to diplomas - Distribute medallions for students to wear at graduation 	June
Reflection Stage	<p>Review data and processes:</p> <ul style="list-style-type: none"> - SBC members review progress, subgroup data and procedures - Celebrate successes and discuss areas of growth - Identify potential student candidates for the following year 	June-Aug



THE SEAL REQUEST FORM

- The [Seal Request Form](#) is an online form in which the school provides the number of Seal stickers and medallions requested, the school address to which they should be sent, and the date by which they are needed.
- It is recommended that the form be submitted by **May 31st** of **each school year** in order to receive the Seals and medallions in time for graduation.
- It is important for schools to work backwards from the date they will give out the Seal stickers and medallions to students and to allow at least one week's processing time from the date of request.

Section 1 of 6

NYSSB - Seal Request Form

The Office of Bilingual Education and World Languages will provide the physical Seal stickers to be placed on the diplomas and a medallion for each student along with a certificate template. Each school awarding the Seal must submit this online Seal Request. The original deadline for this form (as well as the End-of-Year Data form) was May 31st, however, given the COVID-19 school closures, schools may turn in these documents after the 31st.

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.
Please note that NYCDOE public schools submit the End-of-Year data form directly to jschimmel@schools.nyc.gov (DML) rather than the above address.

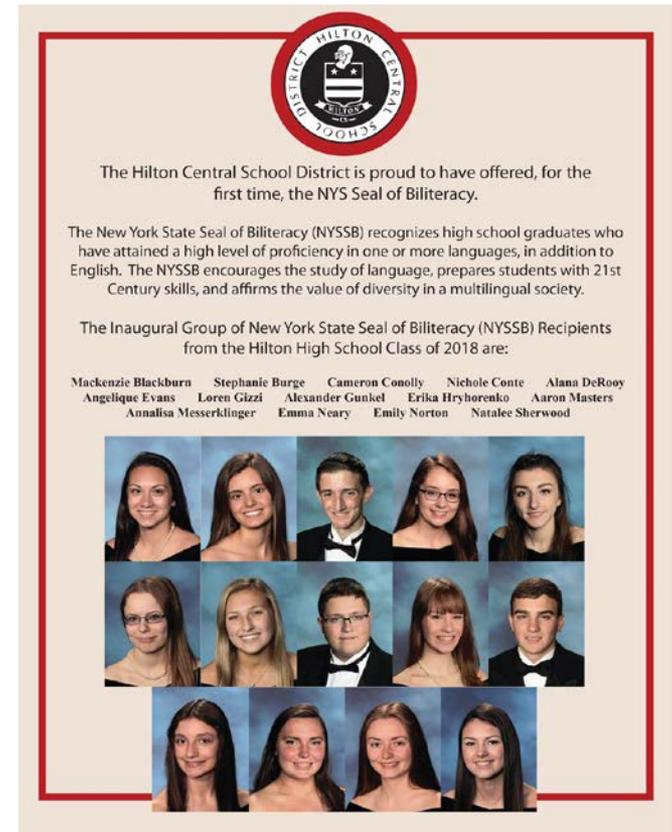
Physical Seals and medallions will only be provided for students who have completed all of the required criteria at the time the Seals are ordered. If additional students complete the requirements after the deadline (for instance, students who are waiting for AP/IB exam scores that are generally available in July), schools must resubmit an amended "School Request form" and an "End of Year Data form" once the scores are available so that the remaining Seals can be mailed to the contact person.

<http://www.nysed.gov/bilingual-ed/nyssb-seal-request-form>



HONORING CANDIDATES

- Notification to parents
- School website
- Local newspaper article
- Bulletin board or school display
- School announcements
- Promotion in classes
- Notification to Board of Education
- Social Media



AWARDING THE NYSSB

NYSED will provide:

- A Seal sticker to affix to each candidate's diploma;
- A medallion for each candidate;
- Templates for schools to use to recognize students who earn the NYSSB and those who earn it in more than one world language in addition to English; and
- The digital NYSSB image of the current for schools to use in their publications/websites.



[Photo courtesy of Webster Central Schools](#)



AWARDING THE NYSSB



NOTATION ON OFFICIAL SCHOOL DOCUMENTS

- Notation on graduation program
- Notation on transcript - Code: 8312
- SIRS Reporting - Accountability Measures for College, Career & Civic Readiness

Legend

Class Periods = 83 minute blocks, alternate days, 40 weeks per year.

R: Regents	SS: Summer School
E: Enriched Curriculum	W: Withdrew
AP: Advanced Placement	Passing Mark: 65%

Graduated: 6/23/19

School: Batavia High School

Diploma Type: Advanced Regents with Honors with Biliteracy Seal

2016-2019 GPA	2016-2019 GPA	Credits: 2.000	Secondary School Record Transcript
Course Name	Prerequisites	Prerequisites	This school is accredited by the New York State Board of Regents CSES School Code: 33020
Living Environment	98	1.000	Cumulative GPA: ██████████ Credits Earned: ██████████
Spanish I	98	1.000	
2016-2019 GPA	2016-2019 GPA	Credits: 7.000	Rank is calculated using all marks that earn Carnegie units of credit, except Physical Education, through 1st semester of Grade 10.
Course Name	Prerequisites	Prerequisites	
United History II	98	1.000	Legend: Class Periods = 83 minute blocks, alternate days, 40 weeks per year. R: Regents SS: Summer School E: Enriched Curriculum W: Withdrew AP: Advanced Placement Passing Mark: 65% Graduated: 6/23/19 School: Batavia High School Diploma Type: Advanced Regents with Honors with Biliteracy Seal
Chemistry	100	1.000	
Mathematics	100	1.000	Date Assessment
Physical Education	100	1.000	
US Health	100	1.000	0818 Regents Living Environment
ELA II - Common Core	98	1.000	0818 Regents Language Proficiency in Spanish
Common Core Geometry II	100	1.000	0818 Regents Common-Core Examination in Chemistry
Spanish II	98	1.000	0818 Regents Examination in Algebra II
2016-2017 GPA	2016-2017 GPA	Credits: 7.000	0818 Regents Physical Science/Chemistry
Course Name	Prerequisites	Prerequisites	0818 Regents Common-Core Examination in English Language Arts
Math II	100	1.000	0818 Regents Common-Core Examination in Spanish
AP Calculus	100	1.000	0818 Regents Global History and Geography
Spanish IV	101	1.000	0818 Regents U.S. History and Government
2017-2018 Batavia High School GR-11	2017-2018 Batavia High School GR-11	Credits: 1.000	0818 Regents Common-Core Examination in Algebra I
COMMON CORE ALGEBRA I	100	1.000	0819 AP Calculus BC Examination
2018-2019 Batavia High School GR-12	2018-2019 Batavia High School GR-12	Credits: 8.000	0819 AP Literature and Composition
Course Name	Prerequisites	Prerequisites	0819 AP Calculus BC Examination
COMMON CORE ALGEBRA II	104	1.000	0819 AP Literature and Composition
CAREER AND EDUCATION PLANNING - IND STUDY	104	1.000	0819 AP Calculus BC Examination
ELA AP LITERATURE AND COMPOSITION	104	1.000	0819 AP Literature and Composition
SPANISH III	101	1.000	0819 AP Calculus BC Examination
AP CALCULUS BC	104	1.000	0819 AP Literature and Composition
Physical Education	100	1.000	
PHYSICAL EDUCATION	104	1.000	
PHYSICS C: MECHANICS - IND STUDY	100	1.000	
GOVERNMENT	100	1.000	
AP Computer Science Principles - Ind Study	100	1.000	



Images courtesy of Batavia High School



REVISITING MODULE 6 OBJECTIVES

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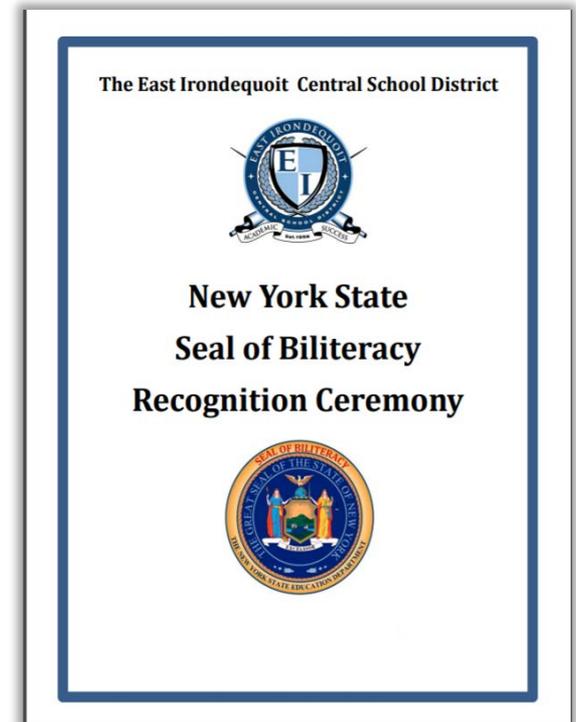


ACTION ITEMS

Action Items!



- Bring a draft of your certificate;
- Identify staff member who puts the notation on the graduation program;
- Identify staff member responsible for entering NYSSB code (8312) in data management system; and
- Identify when and where you will celebrate NYSSB candidates.



QUESTIONS?

Please share any additional questions you may have.

Further questions can be emailed to candace.black@nysed.gov or your local RBERN representative.



FOR MORE INFORMATION

Please contact Candace Black at candace.black@nysed.gov or via phone at (518) 473-7505 with any questions on the NYSSB. New York City Department of Education schools should contact the Division of Multilingual Learners at dml@schools.nyc.gov.

[The OBEWL New York State Seal of Biliteracy website](#)

[Regional Bilingual Education Resource Network \(RBERNs\):](#)

- [NYS Language RBERN \(Statewide\)](#)
- [Capital District RBERN at Questar III BOCES](#)
- [Hudson Valley RBERN at SW BOCES](#)
- [Long Island RBERN at Eastern Suffolk BOCES](#)
- [Mid-State RBERN at OCM BOCES](#)
- [Mid-West RBERN at Monroe 2 - Orleans BOCES](#)
- [NYC RBERN at Fordham University](#)
- [RBERN West at Erie I BOCES](#)



ACKNOWLEDGEMENTS

NYSSB TASK FORCE

Abby Baruch, NYC RBERN @ Fordham

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