

State Seal of Biliteracy Checklist

<u>Student Checklist</u>	<u>Mentor Checklist</u>	<u>School Counselor Checklist</u>
<input type="checkbox"/> Obtain NYSSB candidate application and NYSSA Agreement/Statement of Intent form from the Counselor's Office.	<input type="checkbox"/> Agree to sponsor a NYSSBA candidate by signing the mentor agreement. Keep a completed copy for your records.	<input type="checkbox"/> Distribute the NYSSA candidate application and the NYSSB Statement of Intent form to interested candidates in order to meet the November 1st deadline of student's senior year.
<input type="checkbox"/> Return the completed NYSSB student application (only Part A is necessary) and NYSSB Statement of Intent form by November 1st of senior year to guidance counselor. Request to have copies for your records.		<input type="checkbox"/> File submitted NYSSA candidate application and NYSSB Statement of Intent form by November 1st of student's senior year. Make a copy for student to retain.
<input type="checkbox"/> Meet with your ELA or ENL teacher to draft an ELA NYSSB timeline based on the requirements. <input type="checkbox"/> Meet with your World Language or ENL teacher to draft a World Language (WL) NYSSB timeline based on the requirements. <input type="checkbox"/> Schedule quarterly meeting dates with each mentor to monitor your progress and adherence to timeline deadlines.	<input type="checkbox"/> Review the NYSSB requirements for English or World Language with the candidate, and assist student to complete an ELA or World Language timeline. <input type="checkbox"/> Schedule quarterly meeting dates with the candidate to monitor student progress and adherence to timeline deadlines.	
<input type="checkbox"/> Check in with the school counselor regularly to update completed requirements, when applicable.	<input type="checkbox"/> Verify student exam scores with guidance counselor to determine completion of all NYSSB requirements, when applicable.	<input type="checkbox"/> Meet with student regularly to update completed requirements, when applicable.
<input type="checkbox"/> At the completion of all requirements, meet with the mentor/school counselor to attain a copy of the NYSSB student application.		<input type="checkbox"/> Meet with candidate to verify completion of all required assignments.
<input type="checkbox"/> Complete the NYSSB Project Proposal form, seek the support of your sponsor(s) if needed.	<input type="checkbox"/> Assist the student to complete the NYSSB Multi-genre Project Proposal form.	<input type="checkbox"/> At the completion fill out the appropriate section of the NYSSB candidate application.
<input type="checkbox"/> With your sponsor(s), select journal entry deadlines for English and/or World Language.	<input type="checkbox"/> Assist the student with meeting English and/or World Language timeline dates.	
<input type="checkbox"/> Obtain a 3-ring binder / electronic option to contain the NYSSB application, journal entries, and task/project, and flash drive for electronic files.	<input type="checkbox"/> Remind student to obtain a 3-ring binder / electronic option to contain the NYSSB application, journal entries, and task/ project, and flash drive for electronic files	
<input type="checkbox"/> Schedule meeting dates with sponsor(s) to monitor progress on the project.	<input type="checkbox"/> Review with candidate.	