



School NYSSB Notification Form Template (Revised 11.24.2020)

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 their intent to offer the New York State Seal of Biliteracy (NYSSB) in the 2020-21 school year. Please submit the [online form in each year that the school intends to offer the NYSSB](#). **The requested submission date is December 1st.** This TEMPLATE may be used to gather the required information before entering it on the [online form](#). Only online submissions will be accepted. **Do not email this form to NYSED.**

New York City Department of Education (NYCDOE) public schools should contact the Division of Multilingual Learners (dml@schools.nyc.gov) in the fall to plan to complete this form. All other schools outside of the NYC area (including NYC Charter Schools) will submit this form electronically by December 1st using the [online form](#).

A. District Name:						
B. School Name:	B1.			B2. Is this a NYCDOE public school: <input type="checkbox"/> Yes <input type="checkbox"/> No		
C. School BEDS Code:						
D. Primary NYSSB Contact (NYSSB Coordinator):	D1. First:	D2. Last:	D3. 10-digit Phone:		D4. Email:	
E. NYSSB Subgroups – Identify the four possible subgroups of students that could earn the NYSSB in the current year.	E1. # of ELLs who are seniors and who scored at least “Expanding” on the most recent NYSESLAT exam or who have earned a point towards criteria 1A or 1B through a 2020 exemption.		E2. # of former/ever ELLs who are seniors		E3. # of Never-ELLs whose home language is English and who are seniors that completed or are completing a Checkpoint C World Language course	E4. # of Never-ELLs whose home language is other than English and who are seniors
F. Languages of subgroups E1, E2, and E4 above	F1. Name(s) of language(s) of current or former/ever ELLs and those of students who speak a language other than English (e.g., Heritage Language Speakers)			F2. Name(s) of language(s) taught at the Checkpoint C level in this school		
G. School Demographics – data for ALL students in 12th grade. [Use whole numbers.]	G1. Total Enrollment (12 th grade only)			G2. # of students classified as ELLs (12 th grade only)		
H. Racial/ethnic Demographics – race/ethnicity data for students in 12th grade only. [Use whole numbers. The sum of H1 through H6 should equal G1 (total 12th grade enrollment)]	H1. # of American Indian or Alaska Native students	H2. # of Asian, Native Hawaiian or Other Pacific Islander students	H3. # of Black or African American students	H4. # of Hispanic, Latino, or Spanish Origin students	H5. # of Multiracial students	H6. # of White students

- I. Seal of Biliteracy Committee (SBC). *Districts/Schools implementing this program must form a Seal of Biliteracy Committee (SBC) for the purpose of creating a plan to include committee recruitment and composition, program details, communications, student advisement, evaluation, and presentation of awards.*

List the names and titles of each **required** member of the SBC according to the roles listed.

ROLE	NAME	TITLE
Administrator	11.	12.
English Language Arts Teacher	13.	
English to Speakers of Other Languages Teacher	14.	
World Language Teacher	15.	16. Language(s) Taught:
School Counselor	17.	

18. Additional members of the SBC:

NAME	TITLE	ROLE

- J. Using the checklist below, please check the **potential** ways in which your students **will most likely** earn the required 6 points towards the Seal of Biliteracy. (This is an anticipated list and can be changed after this form is submitted.)

J1	English	J2	World Language
	1a. Score 80 or better on the NYS Comprehensive English Regents Exam or English Language Learners (ELLs) score 75 or above on two Regents exams other than English, without translation (1 point)		2a. Complete a Checkpoint C level World Language course, with a grade of 85 or higher, or a comparable score using another scoring system set by the district and approved by the Commissioner, for both the coursework and final examination consistent with Checkpoint C standards (1 point)
	1b. ELLs earn an overall score of 290 or better on the New York State English as a Second Language Achievement Test (NYSESLAT) (1 point)		2b. Provide transcripts from a school in a country outside of the U.S. showing at least three years of instruction in the student's home/native language in Grade 8 or beyond, with an equivalent grade average of B or higher (1 point)
	1c. Complete all 11th and 12th grade ELA courses with an average of 85 or higher or a comparable score using another scoring system set by the district and approved by the Commissioner (1 point)		2c. For students enrolled in a Bilingual Education program, complete all required Home Language Arts (HLA) coursework AND the district HLA exam with an 85 or higher or a comparable score using another scoring system set by the district and approved by the Commissioner (1 point)
	1d. Score 3 or higher on an Advanced Placement (AP) English Language or English Literature examination or ELLs score 80 or higher on the Test of English as a Foreign Language (TOEFL) - (1 point)		2d. Score at a proficient level on an approved Checkpoint C World Language assessment (1 point) J3. Please specify the approved Checkpoint C World Language Assessment(s):
	1e. Present a culminating project, scholarly essay or portfolio that meets the criteria for speaking, listening, reading, and writing established by the district's SBC to a panel of reviewers with proficiency in English (2 points)		2e. Present a culminating project, scholarly essay, or portfolio that meets the criteria for speaking, listening, reading, and writing established by the district's SBC and that is aligned to the NYS Checkpoint C Learning Standards to a panel of reviewers with intermediate high proficiency in the target language (2 points)

- K1. If your NYSSB candidates will complete a Culminating Project* in English and/or a World Language, please describe the project(s) including how it addresses the criteria for speaking, listening, reading and writing. If you have an NYSSB Implementation Plan that includes the project description or use one made by a consortium to which your school belongs, you may send it to obewldocsubmit@nysed.gov, but we ask that you copy and paste a short description of the English and/or World Language Projects in this box. Remember that the English and World Language project must be different projects.

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- K2. Culminating Project* Rubric(s) - The evaluation of English projects must be aligned to the NYS ELA Learning standards. The evaluation of World Language projects must be aligned to the American Council on the Teaching of Foreign Languages (ACTFL) Intermediate High proficiency level and the NYS Checkpoint C LOTE learning standards. The NYSSB website includes a sample World Languages Culminating Project rubric that schools may choose to use, in part or in its entirety. If schools choose to develop their own rubric(s) for the Culminating Project(s), they must submit them as Word documents or PDFS to obewldocsubmit@nysed.gov by December 1st of each year. **Schools are informed NOT to send links to online documents as they are not accessible by our staff.**

Please check one.

	Our school will use the rubric that was developed in-house. A copy of this rubric will be sent to obewldocsubmit@nysed.gov following the submission of this form.
	Our school will use the rubric created by our local consortium. A copy of this rubric will be sent to obewldocsubmit@nysed.gov following the submission of this form.
	Our school will use the rubric created by OBEWL.

- L. Acknowledgement - We recognize that committing to this process requires that we:
1. agree to the criteria set by NYSED for students to earn the NYSSB and
 2. agree to deliver program data and information pertaining to the NYSSB to NYSED via the End-of-Year Data form.

M. 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 data 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.

M1. First Name:	M2. Last Name:	M3. Title:
M4. Email:		M5. Date:

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

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