

Appendix A: Seal of Civic Readiness Application Instructions
Seal of Civic Readiness Application
Information and Guidance

Overview

This document is intended to provide guidance for schools and districts on the creation and submission of the Seal of Civic Readiness.

Regulations

[8 CRR-NY 100.5\(i\), New York State Seal of Civic Readiness](#)

School District participation in The Seal of Civic Readiness +1 Civics Pathway is voluntary. Schools who wish to offer this pathway shall:

- (i) submit an application for approval to the Commissioner, in a form and by a date prescribed by the commissioner, for the school District to participate in the program. Such application shall include a narrative that describes how the district will implement the NYS Seal of Civic Readiness program, including plans for program communications, processes pertaining to student tracking, advisement and evaluation, and timeliness and benchmarks for the program;
- (ii) maintain appropriate records to identify students who have earned a NYS Seal of Civic Readiness. At the end of each school year in which a school District participates in the program, the school District shall submit a report to the commissioner, in a form and by a date prescribed by the commissioner, that includes the number of students receiving the Seal along with relevant data including, but not limited to the criteria chosen under subparagraph (4)(ii) and (iii) of this subdivision; and
- (iii) establish and identify a NYS Seal of Civic Readiness Committee (SCRC).
 - (a) The SCRC shall include, but is not limited to, the following personnel:
 - (1) at least one Social Studies teacher;
 - (2) at least one School Counselor or other staff who will track student progress on earning the Seal; and
 - (3) at least one administrator or other staff member who will serve as the main contact with the Department to collect data on school offerings and submit copies of student work to the Department if requested.
 - (b) The SCRC shall:
 - (1) create a NYS Seal of Civic Readiness plan that includes, but is not limited to, details concerning communications, student advisement, evaluation, and presentation of awards;
 - (2) create a master list of all available courses and extra-curricular activities pertaining to the NYS Seal of Civic Readiness program within their high school including, but not limited to dates for required benchmarks throughout the program year;
 - (3) develop a student tracking process, including an application process to be completed by interested students and reviewed by an advisor;
 - (4) review and approve potential service learning, extracurricular and work-based learning experiences, the Middle School Capstone Project if available, Civic

- Projects and Civics Capstone Projects in accordance with Commissioner’s guidelines; and
- (5) review and evaluate all coursework, assessments, and civic experiential learning completed by each student to ensure criteria for the seal are met.

The method by which NYSED collects information on The Seal of Civic Readiness +1 Civics Pathway is an application through the [SED Monitoring and Vendor Reporting System](#).

NYSED Goals

The intent of the NYS Seal of Civic Readiness is to encourage the study of civics and civility through experiential learning; certify attainment of civic readiness; provide employers with a method of identifying high school graduates with skills in civics and civility; provide universities with an additional method to recognize applicants seeking admission; prepare students with twenty-first century skills; recognize the value of K-12 Social Studies education in schools as a means to build civic knowledge; empower students as agents of positive social change to redress historical and contemporary oppression; and strengthen our diverse democracy. The NYS Seal of Civic Readiness shall be awarded to students who meet the criteria of this subdivision and complete all criteria prescribed by the Commissioner at a New York State high school approved by the Commissioner to offer the NYS Seal of Civic Readiness.

Submission Process

School District superintendents, or their designees, will submit essential information about the Seal of Civic Readiness +1 Civics Pathway through an application issued through the [SED Monitoring and Vendor Reporting System](#).

Districts must complete all sections and enter answers directly into the application. NYSED will review plans and may communicate with the applicants if answers are not complete or thorough. The applicant may be required to communicate with NYSED for clarification or to provide additional information. Once any concerns are addressed and properly corrected, plans will be approved.

Access to the Survey

To access the SED Monitoring and Vendor Performance System:

- ✓ Go to the [NYSED Business Portal](#);
- ✓ Click on the “Log In” button;
- ✓ Enter your username and password;
- ✓ Click on “SED Monitoring and Vendor Performance System” under My Applications;
- ✓ Select “NYSED Seal of Civic Readiness +1 Civics Pathway Application”
- ✓ Click on ‘view’ to begin/continue to input information.

The superintendent will have automatic access to the plan. The superintendent will need to delegate access to the person or persons completing the plan through SEDDAS, the SED Delegated Account System, which manages access to SED web-based applications through the

Application Business Portal. Granting these permissions will NOT provide access to any other information in the portal. The superintendent is the only individual that has submit/certify rights and will therefore need to submit the plan when it is ready to be reviewed. For questions regarding the entitlement process, please see the [SEDDAS mini guide](#) for entitling users to SED Monitoring.

Timeline

The deadline to submit the application to NYSED to guarantee that the application will be reviewed in time for Spring graduation is August 1st of the current school year. NYSED will continue to review applications received after August 1st on a rolling basis. Applicants will be notified of their application status, also on a rolling basis.

Structure of the Guidance

The following pages outline the specific information that districts will be required to enter in the SED Monitoring system survey. Guidance is provided in italics below each question. The questions below provide a framework for planning and provide relevant information to support the development of a Seal of Civic Readiness +1 pathway program. Responses should be thorough. A more comprehensive plan is a best practice that will serve Districts well for planning and implementation with stakeholders.

Section I – Questions 1-7

1. Last name/First name

NYSED will consider this person to be the point of contact for questions about the application

2. High School BEDS Code

Write in your school's BEDS Code. Additional information about BEDS codes can be found on the [NYSED website](#)

3. School name

Write in the full official name of the High School

4. Type of school.

A drop-down menu will appear. Please select one of the following categories: Public, Private, Charter, Other

5. Official job title of applicant completing this form

Write in your official title

6. School District name

Write in the full title of your LEA/Charter School

7. Projected number of students who will earn the Seal by June

Estimated number of students who will be in a position to earn all 6 points on the Seal by June

8. Is this a public school within the New York City Department of Education?

If yes, please do NOT complete this form and instead contact the NYCDOE Civics for All at civicsforall@schools.nyc.gov.

NYCDOE will oversee all NYCDOE public schools. If you are a NYCDOE public school interested in offering the Seal of Civic Readiness please contact civicsforall@schools.nyc.gov to receive the appropriate application.

Section II – Questions 9-16

9. Provide a detailed description of the goals for the school’s program.

Your narrative may include information about:

- ✓ *Improving participation in experiential learning*
- ✓ *Expanding access for all students to acquire and use the knowledge, skills, mindsets, and experiences to attain civic readiness*
- ✓ *Promoting a relationship of trust, cultural responsiveness, and respect between schools and families*

10. Provide a detailed narrative that describes how the school will implement the Seal of Civic Readiness program, including timeliness and benchmarks for program.

Your narrative may include information about:

- ✓ *Building the capacity of educators and administrators*
- ✓ *Building culturally responsive instruction and learning environments to support high expectations and rigorous instruction including student led civic engagement that empower students as positive agents of social change*
- ✓ *Professional development related to the Civic Readiness Initiative*
- ✓ *Resource allocations in place to support the Civic Readiness Initiative*
- ✓ *Approaches to accommodate diverse learning styles and language proficiencies*

11. Provide a detailed description of the school’s communication plan that has been developed to aid in the implementation the Seal of Civic Readiness.

Your narrative may include information about:

- ✓ *Communication plan that targets students, staff, community, and other stakeholder groups*
- ✓ *Goals and objectives for the Civic Readiness Initiative are clearly defined, actionable and serve as the foundation for communication and engagement efforts*
- ✓ *A well-maintained social media presence utilizing the #NYSCIVICSSEAL*
- ✓ *A plan to build awareness and to strengthen civics education that align with the [Definition of Civic Readiness](#).*
- ✓ *A plan to sustain and grow parent and community stakeholder engagement*

12. Provide a detailed description of the school’s student tracking process that has been developed to aid in the implementation the Seal of Civic Readiness.

Your narrative may include information about:

- ✓ *Development and maintenance of a school wide data system that will enable all applicable points counted towards the Seal for each student.*
- ✓ *The school level Seal of Civic Readiness Committee should determine if retroactive points will be allowable and how that information will be collected if applicable.*
- ✓ *Determine whether to build or buy a data management system*
- ✓ *Clearly articulate system requirements relative to user needs*
- ✓ *Evaluate the accessibility and consistency of the student tracking process*
- ✓ *Plan and stage the implementation of the data system.*

13. Provide a detailed description of the school’s advisement and evaluation plans, policies, and procedures that have been developed to aid in the implementation the Seal of Civic Readiness.

Your narrative may include information about:

- ✓ *Collection of formal and informal feedback to measure success to improve communications and engagement activities*
- ✓ *Processes in place to adjust the program based on data analysis*
- ✓ *Plan for awarding points is rigorous and consistent*
- ✓ *Processes to measure and evaluate District Civic Readiness goals and action steps to attain goals.*
- ✓ *A responsive services component on behalf of student with disabilities, English Language Learners, or students experiencing homelessness and/or housing insecurity to ensure their ability to earn a Seal of Civic Readiness*

14. Provide a detailed narrative that describes how the school’s program connects to [NYSED’s Diversity, Equity and Inclusivity Initiative](#).

Your narrative may include information about:

- ✓ *Preparing all students to become actively engaged citizens*
- ✓ *Respecting diversity to meet the physical, social, and emotional needs for all*
- ✓ *Creating an environment where all feel safe, supported, and valued*

15. Please read the regulations:

- a. [8 CRR-NY 100.5\(i\), New York State Seal of Civic Readiness](#)

16. Please go to the [Office of Standards and Instruction's Civic Readiness Initiative website](#) and review the following materials:

(<http://www.nysed.gov/curriculum-instruction/civic-readiness-initiative>):

- The Seal of Civic Readiness
- The Definition of Civic Readiness
- The Civic Capstone Project