



NYSSB Culminating Project Form Template (Revised 09.01.2020)

This **TEMPLATE** is being provided so that schools can gather the required information before entering it on the [online form](#) on or before **April 15th** of each year the NYSSB is offered.

The Office of Bilingual Education and World Languages (OBEWL) will schedule visits with approximately five-to-ten percent of schools offering the NYSSB for two purposes: (1) to observe and participate in Culminating Project* presentations and (2) to provide feedback and support to schools in this process. This [online form](#) is used to notify the New York State Education Department (NYSED) of the date(s), time(s), location(s), and language(s) of these presentations so that a small sample of schools to visit can be selected and scheduled. This **TEMPLATE** is being provided so that schools can gather the required information before entering it on the [online form](#). Only online submissions of forms will be accepted. **Do not email this form to NYSED.**

All schools must submit this form electronically no later than **April 15th**. If your school is selected, you will be notified on a rolling basis by no later than April 30th with the date and time of visit and the name and contact information of the representative that will be present.

If your district has more than one school that offers the NYSSB **and** the Culminating Project Presentations will take place at different locations, please submit a separate form for each location. If presentations will take place at the same location on the same dates, only one form need be submitted.

School information

1. District name	
2. Is this a NYC DOE public school?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. School BEDS code	
4. School name	
5. Street address	
6. City	
7. Zip code	
8. Region (Please check one.)	<input type="checkbox"/> Capital-East <input type="checkbox"/> Hudson Valley <input type="checkbox"/> Long Island <input type="checkbox"/> Mid-State <input type="checkbox"/> Mid-West <input type="checkbox"/> New York City <input type="checkbox"/> West
9. Contact name	First: <input type="text"/> Last: <input type="text"/>
10. Phone	
11. Email	

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



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Culminating Project Presentations in World Languages

12. Location of presentations		
13. Street		
14. City		
15. Zip		
16. Date(s) / time(s) of presentations		
17. Language(s) of presentations		
18. Are you planning for in-person or virtual presentations, or both?	<input type="checkbox"/> In-person only <input type="checkbox"/> Virtual only <input type="checkbox"/> Both In person & virtual	
19. Does your school have the capability of allowing for a virtual visitor?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
20. Contact person at location (only if different from main contact)	First:	Last:
21. Contact Phone (10-digits)		
22. Contact Email		

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 information 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.

23. First:	24. Last:	25. Title:
26. Email:	27. Date:	

Submit this information electronically using the [online form](#) by no later than April 15:

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

