



NYSSB Culminating Project Form Template (2022-23)

This **TEMPLATE** is being provided so that schools can gather the required information before entering it on the [online form](#).

Each year, the Office of Bilingual Education and World Languages (OBEWL) will schedule visits with a small sample 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 visit may be scheduled.

Only schools that have been notified by NYSED of their selection for a visit should complete this

form. Notification of selection will take place no later than September 30th. This form can be submitted as soon as a school is notified of their selection for a visit, but must be submitted at least four weeks prior to dates of the student presentations.

This **TEMPLATE** is being provided so that schools can view the entire form before completing the [online form](#). Only online submissions of forms will be accepted. **Do not email this form to NYSED.**

School information

1. District name		2. School name	
3. Contact name	First:		Last:
4. Phone		5. Email	

Culminating Project Presentations in World Languages

6. Location of presentations	
7. Street	
8. City	9. Zip
10. Dates and times of presentations by language (e.g., Spanish – April 15th, 12:00-2:30 pm; Arabic – April 16th, 11:00-11:30 am)	
11. 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
12. Does your school have the capability of allowing for a virtual visitor?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Submit this information electronically using the [online form](#) no later than four (4) weeks before the student presentations.

Questions regarding this form can be directed to candace.black@nysed.gov or via phone at (585) 356-0951

