



The New York State Seal of Biliteracy (NYSSB) Guidance Toolkit

Module #8: Completing the End-of-Year Data Form



Module Objectives

Participants will be able to:

- Identify which types of schools submit this form to OBEWL;
- Understand the purpose and requirements of each section of the End-of-Year Data Form in order to fill it out and submit it correctly;
- Use the auto-calculate fields in the form as well as the Errors tab in the End-of-Year Data Form to identify errors and double check data entered; and
- Identify the deadline by which the form must be submitted, as well as when an amendment, when necessary, must be submitted.

Module #8: Completing the End-of-Year Data Form

Generally, it is the Seal of Biliteracy Coordinator who completes and submits the End-of-Year Data Form. As such, module 8 is more of an instructional module for the Coordinators than a module to be viewed by the entire Seal of Biliteracy Committee. That being said, consortia that bring together Seal Coordinators from multiple schools may find this module very helpful. It would also be recommended that at least two people at the school understand how to fill out and submit the End-of-Year Data Form.

- Purpose of this module – to provide guidance on how to properly fill out the End-of-Year Data Form so as to ensure the accuracy of the data reported.
- Which schools should submit the End-of-Year Data Form and which schools should **not**?
- In what format and by which date must the End-of Year Data Form be submitted to OBEWL?
- How is the End-of-Year Data Form submitted in May different from the School Notification Form submitted in December?
- Why is the End-of-Year Data Form necessary?
- Overview of the End-of-Year Data Form
 - 2 tabs: End-of-Year Data Form tab (where data is entered), Errors tab (where Coordinators can double-check their work and identify errors)
 - Sections of the End-of-Year Data Form
 - White sections – for school use; delete before submitting to OBEWL



The New York State Seal of Biliteracy (NYSSB) Guidance Toolkit

Module #8: Completing the End-of-Year Data Form



- Gray sections – auto-calculate fields
- Sections tinted in colors other than white or gray
 - Blue – NYSSIS student ID number, Gender, Race, Ethnicity, Graduating senior, Age < 21 years
 - Pink – the student’s “ELL status”
 - Brown – Criteria met or anticipated?
 - Tan section #1 – ELA criteria met
 - Green – Name of primary world language (other than English) in which the Seal is earned
 - Tan section #2 – 1st world language criteria met
 - Tan sections #3 and #4 – 2nd and 3rd world language criteria met
 - Purple – Electronic signature of designee submitting form
- How to split the Excel screen for better visibility
- Resolving common errors using the auto-calculate fields in the End-of-Year Data Form tab and the Errors tab.
- The “Challenge”
- Saving a copy of the form for your school
- Submitting the form by May 31st
- Submitting an “amended” form by July 15th
- Ensuring accuracy of student records and communicating Seal earners to appropriate personnel



The New York State Seal of Biliteracy (NYSSB) Guidance Toolkit

Module #8: Completing the End-of-Year Data Form



For more information on the NYSSB, please contact Candace Black at candace.black@nysed.gov or via phone at (518) 473-7505. New York City Department of Education schools should contact the Division of Multilingual Learners at dml@schools.nyc.gov.

[The OBEWL New York State Seal of Biliteracy website](#)

[Regional Bilingual Education Resource Network \(RBERNs\):](#)

- [NYS Language RBERN \(Statewide\)](#)
- [Capital District RBERN at Questar III BOCES](#)
- [Hudson Valley RBERN at SW BOCES](#)
- [Long Island RBERN at Eastern Suffolk BOCES](#)
- [Mid-State RBERN at OCM BOCES](#)
- [Mid-West RBERN at Monroe 2 - Orleans BOCES](#)
- [NYC RBERN at Fordham University](#)
- [RBERN West at Erie I BOCES](#)