



THE NEW YORK STATE SEAL OF BILITERACY (NYSSB) GUIDANCE TOOLKIT

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



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- Welcome to the NYS Seal of Biliteracy module series.
 - These modules represent a collaboration between NYSED and the Mid-State and Mid-West RBERNs to support schools in beginning the process of implementation.
 - The modules are designed as a self-guiding process for individual schools or those who wish to work together in a consortium. The modules can be viewed in a sequence or individually to “brush up” on a particular topic.
 - Each module consists of an agenda, a PowerPoint, and various supporting documentation and exemplars. Schools are encouraged to use these documents for their promotional materials as well as for internal and external communications.
 - These modules are available online on the OBEWL website.
 - For more information on starting a Seal of Biliteracy Program at your school or for any questions regarding the NYSSB, please contact Candace Black at candace.black@NYSED.gov.
 - My name is _____ and I will be your guide for this module.
- Module 8, Completing the End-of-Year Data Form, will guide participants through the process of filling out the NYSSB End-of-Year Data Form, including how to submit an error-free form. For this reason, it is primarily suited for the Coordinator, although it is always helpful to have a second person on your team who knows how to fill out the form.

PURPOSE

- To provide guidance on how to properly fill out the New York State Seal of Biliteracy (NYSSB) End-of-Year Data form
- To maximize the accuracy of data reported to OBEWL and the State



- The purpose of this module is:
 - to provide guidance on how to properly fill out the End-of-Year Data form; and
 - to maximize the accuracy of data reported to OBEWL and the State.
- My name is Candace Black and I am your Seal of Biliteracy contact in the Office of Bilingual Education and World Languages of the New York State Education Department (heretofore referred to as OBEWL and NYSED, respectively).
- For the purpose of brevity, the New York State Seal of Biliteracy will be referred to as simply “the Seal” in this presentation.

WHICH SCHOOLS SHOULD USE THIS FORM?



**NYS public
schools outside of
the NYC area**



**NYS Charter
Schools (including
those in NYC)**



**NYS non-public
schools (including
those in NYC)**



- Let's start with which schools should use this form.
- This form is for all public New York State schools outside of the New York City area as well as all charter and non-public schools throughout the state, including those in New York City. Non-public schools are defined as religious and independent schools.

WHICH SCHOOLS SHOULD **NOT** USE THIS FORM?



Public schools within the New York City Department
of Education



- This form should **not** be used by public schools within the New York City Department of Education (heretofore referred to as NYCDOE public schools).
- NYCDOE public schools will work directly with the Division of Multilingual Learners to complete a special version of this form.
- NYCDOE public schools should contact dml@schools.nyc.gov for more information.
- Charter, religious and independent schools in the New York City area **SHOULD** use this form as they are not considered part of the NYCDOE public school system.

END-OF-YEAR DATA FORM

- Excel spreadsheet
- Contains information on students earning the Seal and the criteria they fulfilled
- Generally submitted by the Seal of Biliteracy Coordinator
- Must be submitted as an Excel spreadsheet attached to an email sent to OBEWL (do NOT send a link)



- The End-of-Year Data form is an Excel spreadsheet that schools fill out with information on the students earning the Seal and the criteria they use to meet the requirements.
- This form is generally submitted by the Seal of Biliteracy Coordinator (heretofore referred to as the Coordinator) on behalf of school or district leadership.
- This form must be submitted as an Excel spreadsheet attached to an email sent to OBEWL.
- Please do not send a link (such as to a Google spreadsheet) as these are not easily accessible by our staff.

END-OF-YEAR DATA FORM

- Required for all schools offering the Seal
- Submitted annually
- Deadline: May 31st
- Amendments due: July 15th



- The End-of-Year Data form is the fourth in a series of forms required to be submitted to OBEWL by all schools offering the Seal.
- Please note that these forms must be submitted annually in each year that the Seal is offered.
- The deadline to submit the End-of-Year Data form is May 31st of each year.
- Any necessary amendments to this form are made by July 15th after all grades and scores have been received for Seal candidates.

END-OF-YEAR DATA FORM

School identify ALL eligible students on this form (regardless of whether they pursue the Seal or not).

School Notification Form – Dec. 1st

Only students who have met the criteria to earn the Seal are reported on this form.

End-of-Year Data Form – May 31



Both forms are submitted every year that a school offers the Seal program.



- Let's make an important distinction here between the End-of-Year Data form and the School Notification Form.
 - The End-of-Year Data form is submitted by May 31st with the students who successfully met the requirements to earn the Seal.
 - The School Notification Form is submitted by December 1st and identifies all students who are possibly eligible to pursue the Seal.
- Both forms are submitted in each school year that the Seal is offered.

WHY IS THIS FORM NECESSARY?



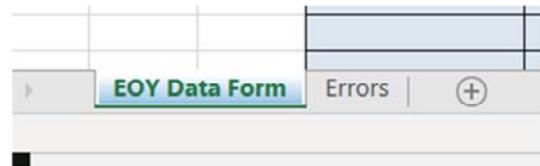
Only upon the submission of the correctly completed End-of-Year Data form and Seal Request form will Seal stickers and medallions be mailed to schools.



- The purpose of the form is to report required Seal data to OBEWL so that our office can send to participating schools the Seal stickers to affix to students' diplomas and the medallions to be distributed for students to wear at graduation.
- Only upon the submission of the correctly completed End-of-Year Data form and Seal Request form will Seal stickers and medallions be mailed to schools.

OVERVIEW OF THE FORM – 2 TABS

- Excel workbook with two tabs (or spreadsheets)
 - Tab 1 - EOY Data form.
 - Tab 2 - “Errors”



- The End-of-Year (EOY) Data form is an Excel workbook that has two tabs or spreadsheets.
- Tab 1 is the EOY Data form. This is where you will enter all of your Seal data.
- Tab 2 is labeled “Errors” and is a set of double-checks to ensure all data has been properly filled in. Instructions on how to use this Error tab after completing the EOY Data form will be provided at the end of this module.

OVERVIEW OF THE FORM – EOY DATA TAB

- White section – for school use – DELETE when done
- Gray section – auto-calculate fields that cannot be edited by the user
- Sections tinted in colors other than white and gray in which information must be entered by schools



- The End-of-Year Data form is divided into three sections:
 - White sections for the exclusive use of the school;
 - Gray sections that auto-calculate and that cannot be edited by the user; and
 - Sections tinted in colors other than white or gray that must be filled out by schools and submitted to OBEWL.
- This module will go through each section that the user must complete and offer helpful tips along the way to ensure a correctly completed form.

WHITE SECTION

- White section – red text
- Provided for convenience of user
- Upon completion of form, delete 3 columns in white section to protect student privacy.



These columns are being provided for the convenience of the person filling out this form. Because they may contain "Personally Identifiable Information", please DELETE these columns before submitting the form to OBEWL.

Student First Name

Student Last Name

Optional - Internal student ID number, OSIS number for NYC DOE schools

District Name

NYSSIS ID Number

Gender

Delete
Before
Submitting

- The first three columns are white with red text and are provided for the convenience of schools to enter in student names and/or internal student ID numbers so that it is easy for the user to identify the students.
- Once the form is complete, users should DELETE these three white columns so as to avoid submitting "Personally Identifiable Information", or PII. This should be done PRIOR to submission in order to protect students' privacy.
- The text in these columns is red to remind users to delete this PII.

GRAY SECTIONS

Gray sections automatically calculate fields and serve as “double checks” of data entered.

| | | | | | | | |
|---------------------------------------|---|--|--|---------------------------|---|--|---|
| Total Seal Candidates | 0 | | | Females | 0 | American Indian or Alaska Native | 0 |
| Seal of Biliteracy Criteria Met = Yes | 0 | | | Males | 0 | Asian, Native Hawaiian, or Other Pacific Islander | 0 |
| Seal of Biliteracy Criteria Met = No | 0 | | | Non-Binary | 0 | Black or African American | 0 |
| | | | | Students >21 years of age | 0 | Multiracial | 0 |
| Already met criteria | 0 | | | | | White | 0 |
| Anticipated to met criteria by 7/15 | 0 | | | | | ETHNICITY: Hispanic, Latino, or of Spanish Origin | 0 |
| Earned NYSSB 1 Language | 0 | | | | | ELLs | 0 |
| Earned NYSSB in 2 languages | 0 | | | | | Former/Ever ELLs | 0 |
| Earned NYSSB in 3 languages | 0 | | | | | Never ELLs with a Home Language of English | 0 |
| | | | | | | Never ELLs with a Home Language other than English | 0 |



- The various gray sections of the form (located mostly along the bottom of the form and after a number of other tinted sections) are automatically calculated fields that serve as “double checks” for the user.
- For example, at the bottom of columns D through F, the user will see several cells including: “Total Seal Candidates”.
- As the user enters the data into the form, these gray fields automatically tally the entries.
- Users should double check that these sections add up to the total number of candidates and then identify any discrepancies. For instance, at the bottom of columns I and J, there are three possible gender options listed: Female, Male, and Non-Binary. The sum of these three genders should equal the total number of Seal candidates.

GRAY SECTIONS

Gray columns that follow the English and World Languages criteria sections automatically tally points earned and indicate whether the student has met the requirements.



| 2D - DELE (Spanish) ≥ B1 | 2E - Culminating Project 2 Intermediate-High | Raw points - World Language | World Lang Criteria Met? | Seal of Biliteracy criteria met? | 2nd World Language (other than English) for the Seal |
|--------------------------|--|-----------------------------|--------------------------|----------------------------------|--|
| | | 0 | No | No | |
| | | 0 | No | No | |
| | | 0 | No | No | |
| | | 0 | No | No | |
| | | 0 | No | No | |
| | | 0 | No | No | |
| | | 0 | No | No | |
| | | 0 | No | No | |
| | | 0 | No | No | |
| | | 0 | No | No | |
| | | 0 | No | No | |
| | | 0 | No | No | |
| | | 0 | No | No | |
| | | 0 | No | No | |
| | | 0 | No | No | |
| | | 0 | No | No | |

Of particular usefulness are the gray columns that follow the English and World Languages criteria sections. These gray columns automatically tally the points earned and indicate to the user whether the student has met the requirements to earn the Seal.

ORANGE SECTION

- District name
- High school name
- School BEDS code

| NYS Seal of Biliteracy End-of-Year Data Form 2020-21 | | | | | | | | | | | | |
|---|--------|------|----------------------|--------------------------------|--------------------|-----------------------|------------------------------|-------------------------------------|--|--|---------------------------------------|-------------------------------|
| District Name | | | School Name | | | | School BEDS Code | | | | | |
| Criteria for English Proficiency (Select or type an "X" in all criteria) | | | | | | | | | | | | |
| NYSIS ID Number | Gender | Race | Ethnicity - Hispanic | Student is a graduating senior | Student's 21 Years | ELL Status of Student | Criteria Met or Anticipated? | 1A - Score ≥ 80% on the ELA Regents | 1A - ELLs score ≥ 75% on 2 Regents exams | 1B - ELLs earn overall score ≥ 290 on NYSESLAT | 1C - 11th-12th grade ELA course ≥ 85% | 1D - ELLs score ≥ 80 on TOEFL |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

- The orange section is for entering district information, including the district name, the high school name, and the school BEDS code.
- Non-Public schools such as religious or independent schools may enter the Archdiocese or other name of the grouping of schools in the district name field, or they may leave it blank, if appropriate.
- Districts with multiple high schools offering the Seal program should submit one End-of-Year Data form for **each** high school.
- Please note that users should report the individual high school's BEDS code, **NOT** the District's BEDS code.
- If you don't know your school's BEDS code, you can look it up on www.data.nysed.gov. All school BEDS codes are 12 digits in length (including those who start with a zero).

BLUE SECTION

- NYSSIS Student ID number
- Gender
- Race
- Ethnicity
- Graduating senior
- Age is 21 years or less



| NYSSIS ID Number | Gender | Race | Ethnicity - Hispanic | Student is a graduating senior | Student ≤ 21 years |
|------------------|--------|------|----------------------|--------------------------------|--------------------|
| | | | | | |

The blue section is for entering information about the Seal candidates, including:

- The NYSSIS Student ID number;
- The student's gender;
- The student's race;
- The student's ethnicity (if the student identifies as Hispanic, Latino or of Spanish origin).
- Whether the student is a graduating senior; and
- If the student is of 21 years of age or less at the time the Seal is awarded.
- Please note that in past EOY Data forms, race and ethnicity were reported in the same field. Since a student can be of Hispanic ethnicity and also identify as one or more of the 5 federal race designations (White, African American, etc.), we have now separated race and ethnicity. This should make it easier for schools who had to previously tease out those students who reported as Hispanic from within the racial demographics.

NYSSIS STUDENT ID NUMBER

- Hover over cells for helpful hints.
- NYSSIS – New York State Student Information System
- NYSSIS ID ≠ a school's internal student ID number (check with your school counselors or district data coordinator)



| NYSSIS ID Number | Gender | Race | Ethnicity - Hispanic | Student is a graduating senior |
|---|--------|------|----------------------|--------------------------------|
| NYSSIS Student ID Number Message Please enter the official NYSSIS student ID number, consisting only of up to 12 digits and no other characters. | | | | |

- Notice that when you hover over the categories in this spreadsheet, helpful hints are revealed.
- The NYSSIS ID number is the identification number assigned in the New York State Student Information System.
- Every student in our state has a unique number of between 9 and 12 digits issued by NYSED.
- Your school's student information system should have this number available. If not, contact your school counselors or district data coordinator.
- Please note, because of the length of this number, schools will often create their own internal ID numbers. Only the official NYSSIS ID number should be entered in this column.

GENDER

- Hover over cells for helpful hints.
- 3 options – Female, Male, Non-Binary



| NYSSIS ID Number | Gender | Race | Ethnicity - Hispanic | Student is a graduate senior |
|------------------|--------|------|----------------------|------------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

- Let's look at some more helpful hints.
- There are three options for gender: Female, Male, and Non-Binary.
- To access the drop-down menu, click in the first blank cell to reveal a downward facing arrow on a white background. Click the arrow to reveal the drop-down menu, and then click on the desired option for each student.

RACE

Choose the race with which the student identifies from the drop-down menu:

- American Indian or Alaska Native;
- Asian, Native Hawaiian or Other Pacific Islander;
- Black or African American;
- Hispanic, Latino, or of Spanish Origin
- Multiracial; or
- White.

The screenshot shows a form with columns for Gender, Race, Ethnicity - Hispanic, Student is a senior, Student's 21, and ELL Status of Student. A red box highlights the Race and Ethnicity - Hispanic columns. A callout box for 'Candace Black' points to the Race column, and another callout box for 'Race Message' points to the Ethnicity - Hispanic column.

- There are five federal designations for race: 1) American Indian or Alaska Native; 2) Asian, Native Hawaiian or Other Pacific Islander; 3) Black or African American; 4) Multiracial; or 5) White.
- We have learned through research conducted from the US Census that while Hispanic has historically been considered an ethnicity, not a race, a significant number of Hispanics did not choose any of the five designations because they felt that none of those designations accurately reflected their race.
- In order to be respectful of all peoples, we will be using six options for race on the School Notification Form: 1) American Indian or Alaska Native; 2) Asian, Native Hawaiian or Other Pacific Islander; 3) Black or African American; 4) Hispanic, Latino, or of Spanish Origin; 5) Multiracial; or 6) White.
 - If a student identifies as Hispanic for their race and ethnicity, the coordinator should select “Hispanic” under the Race column and select “Y” under the Ethnicity column.
 - If a student identifies as another race, but considers their ethnicity as Hispanic, the coordinator should choose the appropriate race under the race column and enter “Y” under the Ethnicity column. Examples would be White and Hispanic or Black and Hispanic.
 - If a student doesn't not identify as Hispanic for either their race or ethnicity,

the coordinator should choose the appropriate race under the race column and enter "N" under Ethnicity.

- Multiracial is available for those students who identify as two or more races.

GRADUATING SENIOR

- Choose “Y” from the drop-down menu to indicate the Seal candidate you are reporting is a graduating senior.
- Why is the only choice “Y”? Because **ONLY** graduating seniors are reported on the End-of-Year Data form.



Candace Black:
Choose “Y” from the drop down menu for graduating seniors. Only graduating seniors should be reported on this form. Juniors are never reported on this form.

Student is a graduating senior

Student's 21 years

ELL Status of Student

Criteria Anticipated

Graduating Senior Message
Only graduating seniors should be reported on this form. Students are reported only in the year in which they graduate.

- For this section, the user will choose “Y” or “yes” from the drop-down menu to indicate the Seal candidate you are reporting is a graduating senior.
- Why is the only choice “Y”?
 - Because **ONLY** graduating seniors are reported on the End-of-Year Data form.
 - Juniors are **NEVER** reported on the End-of-Year Data form, even if they have completed all of the Seal criteria in the junior year.
 - To be eligible to earn the NYSSB, a student must graduate with a Regents diploma and that is not possible in the junior year.
 - Report Seal candidates only in the year in which they graduate.

TAN SECTION (I): ENGLISH CRITERIA

- The first tan section lists all of the possible Criteria for English Proficiency.
- Use the pull-down menu to select an “X” for each criterion that the student has met/will meet.



| Criteria for English Proficiency (Select or type an "X" in all criteria that apply.) | | | | | | | | | |
|---|--|--|---------------------------------------|-------------------------------|-----------------------------------|-------------------------------------|--|----------------------|-----------------------|
| 1A - Score ≥ 80% on the ELA Regents | 1A - ELLs score ≥ 75% on 2 Regents exams | 1B - ELLs earn overall score ≥ 290 on NYSESLAT | 1C - 11th-12th grade ELA course ≥ 85% | 1D - ELLs score ≥ 80 on TOEFL | 1D - AP English Language Exam ≥ 3 | 1D - AP English Literature Exam ≥ 3 | 1E - Culminating Project 2 Intermediate High | Raw points - English | English Criteria Met? |
| | | | | | | | | 0 | No |
| | | | | | | | | 0 | No |
| | | | | | | | | 0 | No |

- The first tan section lists all of the possible criteria for English proficiency.
- Use the pull-down menu to select an “X” for each criterion that the student has met or will meet.
- There are three columns that are exclusively for English Language Learners or ELLs (the 2nd 1A, 1B, and 1D); the remaining columns are for all students including ELLs.
- Notice that as you enter an “X” for these criteria, the gray cells at the end of the 1st tan section automatically calculate. When the “Raw points” column reaches 3 points, the column entitled “English Criteria Met” automatically changes from “No” to “Yes”.

TAN SECTION (2): WORLD LANGUAGE CRITERIA

- The second tan section lists all of the possible World Language criteria.
- Use the pull-down menu to select an “X” for criteria that the student has met.

| Criteria for World Language Proficiency (Select or type an "X" in all criteria that apply.) | | | | | | | | | | | | | | | | |
|--|--------------------------------|---------------------------------|--------------------------------------|---------------------------------|-----------------------------------|--------------------------------|-----------------------|-----------------------|---|--|-------------------------|--------------------------|--|-----------------------------|--------------------------|----------------------------------|
| Primary World Language (other than English) for Seal | 2A - Checkpoint C course ≥ 85% | 2B - Transcript from outside US | 2C - Home Language Arts course ≥ 85% | 2D - AP World Language Exam ≥ 4 | 2D - AP World Literature Exam ≥ 4 | 2D - IB Exam ≥ 4 (HL) ≥ 5 (SL) | 2D - STAMP4S Exam ≥ 6 | 2D - AAPPL Exam ≥ I-5 | 2D - OPI, OPIC, WPI/BWI, RPI, LPT exams ≥ Intermediate High | 2D - American Sign Language: SLP1 ≥ Intermediate + | 2D - Latin: ALIRA ≥ I-4 | 2D - DELE (Spanish) ≥ B1 | 2E - Culminating Project ≥ Intermediate High | Raw points - World Language | World Lang Criteria Met? | Seal of Biliteracy criteria met? |
| | | | | | | | | | | | | | 0 | No | No | |
| | | | | | | | | | | | | | 0 | No | No | |

- The second tan section lists all of the possible Criteria for World Language Proficiency.
- This section is preceded by a green column entitled “Primary World Language Other Than English for the Seal”. In this column, enter the name of the world language other than English in which the student is completing the Seal. English should never be entered into this green column. This is exclusively for languages other than English.
- Just as we did with the English criteria, use the pull-down menu to select an “X” for each criterion in the World Language section that the student has met or will meet.
- Notice that criterion 2C is exclusively for students enrolled in a Bilingual Education Program, while the remaining criteria are for all students.
- Just as with the English criteria, notice that as you enter an “X” in the World Language criteria, the gray cells at the end of the 2nd tan section automatically calculate. When the “Raw points” column reaches 3 points, the column entitled “World Language Criteria Met” automatically changes from “No” to “Yes”.
- In addition, there is a 3rd gray column entitled “Seal of Biliteracy criteria met”, this automatically changes from “No” to “Yes” once the English and World Language criteria **both** reach at least 3 points, respectively.
- This is an excellent double check for Seal of Biliteracy Coordinators to make sure that all of your Seal candidates have a “Yes” in this column. If not, please go back and check the criteria you have entered.

TAN SECTIONS (3-4): WORLD LANGUAGE CRITERIA

- The third and fourth tan sections should be filled out **ONLY** for students who are completing the Seal in 2 or more world languages in addition to English.
- Use the pull-down menu to select an "X" for the criteria that the student has met/will meet.

For candidates earning the Seal in 2 World Languages in addition to English, please fill out this section for the 2nd World Language. (Select or type an "X" in all criteria that apply.)

| 2nd World Language (other than English) for the Seal | Criteria | | | | | | | | | | | | | | | | | | Raw points - World Language | World Lang Criteria Met? |
|--|-----------------------------|-----|------|------|-------|------|-----|-----|----|-----|------|------|------|-----|-----|----|-----|------|--------------------------------|--------------------------------|
| | 2A | 2B | 2C | 2D | 2E | 2F | 2G | 2H | 2I | 2J | 2K | 2L | 2M | 2N | 2O | 2P | 2Q | 2R | | |
| | cou | out | Arts | Lang | Liter | (HL) | > 4 | > 5 | WP | exa | Inte | Lang | Inte | > 4 | > 5 | 2E | Pro | Inte | | |
| | | | | | | | | | | | | | | | | | | | | |
| | Earned NYSSB 1 Language | | | | | | | | | | | | | | | | | | 0 | |
| | Earned NYSSB in 2 languages | | | | | | | | | | | | | | | | | | 0 | |
| | Earned NYSSB in 3 languages | | | | | | | | | | | | | | | | | | 0 | |
| | | | | | | | | | | | | | | | | | | | 0 | No |
| | | | | | | | | | | | | | | | | | | | 0 | No |

- The third and fourth tan sections should be filled out **ONLY** for students who are completing the Seal in 2 or more world languages **in addition to** English. For students completing the Seal in only one world language, these sections should be left blank.
- Like the second tan section, the third and fourth ones are preceded by a green column entitled "2nd or 3rd World Language Other Than English for the Seal". In this column, enter the second or third world language other than English in which the student is completing the Seal.
- Just as we did with the English criteria, use the pull-down menu to select an "X" for the World Language criteria that the student has met or will meet.
- Notice that as you enter an "X" in the World Language criteria, the gray cells at the end of the third and fourth tan sections automatically calculate. When the "Raw points" columns reach 3 points, the columns entitled "World Language Criteria Met" automatically change from "No" to "Yes".
- Similar to the first and second tan sections, these sections have their own gray columns that total up the points and indicate if the world language criteria have been met.
- [Animation]: Note the gray section at the bottom of columns D through F, that automatically calculates the number of students who earn the Seal in each of 1, 2, and 3 world languages.

PURPLE SECTION

Electronic signature of building administrator designee

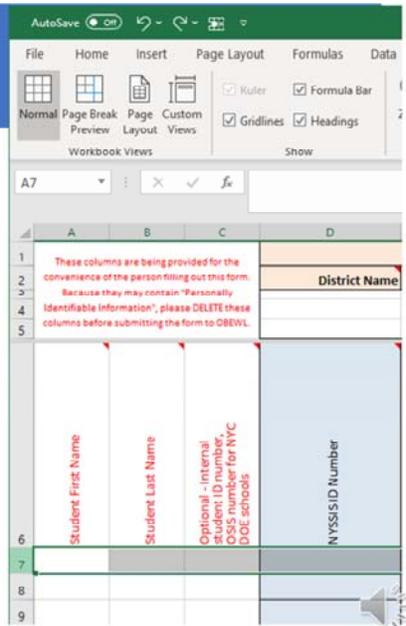
| Electronic Signature of Building Administrator Designee | | | |
|--|-----------|-------|--|
| By entering your name below, you are signing this form electronically and attesting to the accuracy of the data submitted and that you have notified the Superintendent/Chief Academic Officer of the submission of this form. You agree that your electronic signature is the legal equivalent of your manual signature on this form. | | | |
| First name | Last name | Title | |
| Email | | Date | |



- The EOY Data form allows for up to 250 Seal candidates.
- Scroll down to the bottom of the form to find the purple section, which is for the electronic signature of the building administrator designee.
- The designee can be a principal or assistant principal, a Seal of Biliteracy Coordinator, or someone else designated by the building administrator.
- In most cases, it is the Seal of Biliteracy Coordinator who fills out and submits this form, so it is sufficient that the building administrator designates the Coordinator to do this on their behalf.
- Designees must provide their first and last names, their title, their email address, and the date the form is submitted.
- By entering their name on the form, the designee is signing the form electronically and attesting to the accuracy of the data as of the date of submission. Furthermore, the signature affirms that the designee has notified the Superintendent or Chief Academic Officer of the submission of this form. Finally, the designee agrees that their electronic signature is the legal equivalent of their manual signature on this form.

HOW TO SPLIT THE SCREEN

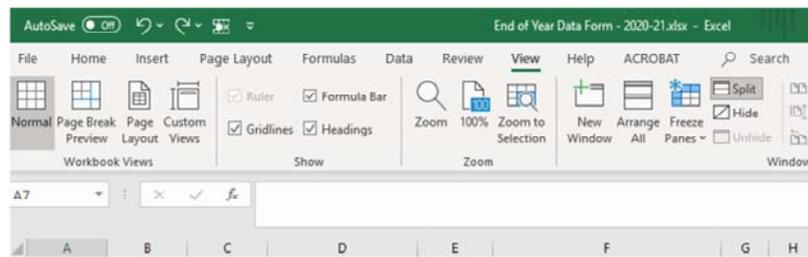
- Locate the first row below the column headings – this should be row #7.
- Click on any cell in row 7.



- If you have only a few Seal candidates, it will be easy for you to see both the column headings and the cells in which you will enter each student's information into End-of-Year Data form.
- If, however, you have more than 10 candidates, you may wish to “split your Excel screen” so that you can always see the column headings even as you add more and more Seal candidates to the form.
- To do this, follow the following instructions with the End-of-Year Data form open in Excel:
 - Locate the first row below the column headings – this should be row #7.
 - Click on any cell in row 7.

HOW TO SPLIT THE SCREEN

- Click on the “View” menu and choose “Split”.
- This will insert a thin, gray bar that splits the screen horizontally.



- Click on the “View” menu and choose “Split”.
- This will insert a thin, gray bar that splits the screen horizontally.

RESOLVING COMMON ERRORS (USING THE GRAY SECTIONS TO CHECK YOUR WORK)

- Entering text instead of using dropdowns
- Entering non-conforming characters (dashes for numbers)
- Forgetting to enter an ELL status or the World Language(s) in which the student is earning the Seal
- Submitting duplicate student ID numbers
- Submitting student names
- Submitting students who have not met (or are not anticipated to meet) the Seal criteria



Let's now take a look at some of the most common errors that occur when filling out the End-of-Year Data form and how Coordinators can use the gray sections to check their work prior to submission.

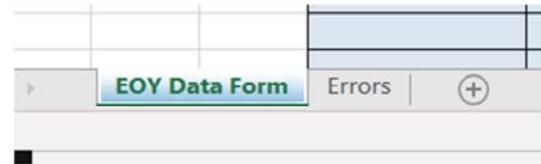
- One of the most common errors is entering text instead of using the dropdown menus. These drop downs are designed to eliminate data entry errors, such as misspellings. Coordinators should use the dropdown menus where they exist instead of entering text directly.
- Another common error is entering non-conforming characters, such dashes for student ID numbers. Please follow the instructions and helpful hints that are displayed when the user hovers over any given cell.
- In terms of omission errors, it sometimes happens that the user forgets to enter an ELL status or the World Language(s) in which the student is earning the Seal. A reminder that all cells tinted in a color other than gray or white should be completely filled in for every student ID entered.
- It is best practice to avoid submitting what is called personally identifiable information or PII. For this reason, schools are asked not to report individual student names on the End-of-Year data form. Columns for these names have been provided on the form for the convenience of the coordinators as they

enter the data. However, it is essential that these columns with this personally identifiable information be deleted from the copy of the form that will be submitted to OBEWL.

- Another common error is submitting duplicate student ID numbers. Column D, or the NYSSIS number, is formatted to easily identify any duplicate student ID numbers entered. When a duplicate student ID number is entered, the cell changes from blue to red. This is a signal to the user that a duplicate number has been entered. The user should make the appropriate adjustments before submitting this form to the state.
- Although not frequent, another error is submitting students who have not met (or are not anticipated to meet) the Seal criteria. As Coordinators track student progress throughout the year, there may be students who are entered on this form who do not eventually meet the criteria to earn the Seal. When the End-of-Year Data form is submitted in May, there should only be two types of students that are included on the form:
 - students who have met all of the criteria by the date of submission of the form; and
 - students who are anticipated to meet all of the criteria by no later than July 15th. If a student is not anticipated to meet the Seal criteria by July 15th, they should be removed from the form before final submission.
- Coordinators should pay attention to column AE, “Seal of Biliteracy criteria met?”. For all students who are marked either “criteria met” or “anticipated” in column J, the corresponding row in column AE should say “Yes”. If this column says “no” for any of these students, the Coordinator should go back and verify all of the criteria marked in the tan sections.
- Another error is submitting students in the year in which they graduate.
 - While juniors can conceivably complete all of the criteria to earn the Seal except graduating with a Regents Diploma, they should only be included in the End of Year Data form in the year in which they graduate.
 - Sometimes a student who is anticipated to graduate in June doesn’t. August graduates should still be reported with June graduates of the same graduating year.

RESOLVING COMMON ERRORS (USING THE ERRORS TAB OF THE WORKBOOK)

2nd tab is the “Errors” spreadsheet and can be used to double-check your work and identify errors not previously caught on the EOY Data Form.



- As mentioned previously, the EOY Data form is an Excel workbook that has two tabs or spreadsheets.
- You will enter your data on the first tab.
- Tab 2 is labeled “Errors” and is a set of double-checks to ensure all data has been properly filled in. Click on the “Errors” tab to display it.

ERRORS SPREADSHEET

| | A | B | C |
|----|---------------------------------------|-------------|---|
| 1 | Field | Calculation | Error code |
| 2 | District Name | | 1 The district name (E2) field is blank. Please fill in. |
| 3 | School Name | | 1 The school name (J2) field is blank. Please fill in. |
| 4 | School BEDS Code | | 1 The school BEDS Code (O2) field is blank. Please fill in. |
| 5 | | | |
| 6 | Total Seal Candidates | 0 | |
| 7 | | | |
| 8 | Seal of Biliteracy Criteria Met = Yes | 0 | Field correctly filled in. |
| 9 | Seal of Biliteracy Criteria Met = No | 0 | Field correctly filled in. |
| 10 | | | |
| 11 | Already met criteria | 0 | Form correctly filled in. |
| 12 | Anticipated to met criteria by 7/15 | 0 | |



- When you click on the Errors spreadsheet, you will see three columns labeled “Field”, “Calculation” and “Error code”.
- Let’s look at the orange section (corresponding to the same orange section on the EOY Data form). Before you’ve filled out your EOY Data form, the Errors tab will show error codes for the fields listed (such as district name). But after you have entered the information requested in the orange form, these errors codes will disappear. If an error code remains after you have filled out the EOY Data form, this is an indication that you need to go back to the EOY Data form to resolve this issue before submitting the form.
- Note that the Error code lists the alpha-numeric cell address which contains an error (for example, E2 is the cell address in which the district name must be entered).

ERRORS SPREADSHEET

| | A | B | C |
|----|---------------------------------------|-------------|--|
| 1 | Field | Calculation | Error code |
| 2 | District Name | 0 | Field correctly filled in. |
| 3 | School Name | 0 | Field correctly filled in. |
| 4 | School BEDS Code | 0 | Field correctly filled in. |
| 5 | | | |
| 6 | Total Seal Candidates | 17 | |
| 7 | | | |
| 8 | Seal of Biliteracy Criteria Met = Yes | 16 | The Total # of Seal Candidates does not equal the total # of students who have met the Seal criteria. Please fix this. |
| 9 | Seal of Biliteracy Criteria Met = No | 1 | There are students listed who have not met the Seal criteria. Please remove them. Only students who have met the criteria should be listed on this form. |
| 10 | | | |
| 11 | Already met criteria | 14 | |
| 12 | Anticipated to met criteria by 7/15 | 3 | Form correctly filled in. |



- Let's take a look at the Errors worksheet for a hypothetical EOY Data form.
- We can see from the orange section that it has been correctly filled out because there are no error codes for the district name, the school name, or the school BEDS code.
- We can see from the first gray row, which is row six, that the total number of seal candidates entered on the form is 17.
- In the next section, rows 8 and 9 labeled Seal of Biliteracy Criteria Met or Not, we see that 16 of the 17 Seal candidates have met the criteria. The error worksheet indicates that the number of Seal candidates that have met the criteria must equal the total Seal candidates. At the same time, the error message in row 8 indicates the number of students listed who have not met the Seal criteria. These students need to be removed or, if there was an error in entry, that error must be corrected.
- In the last section displayed on this screen, rows 11 and 21 labeled Criteria Already Met or Anticipated, we see that there are 14 students who have already met the criteria and that three are anticipated. Because the sum of these two fields equals the total Seal candidates, the errors spreadsheet indicates that these

two fields are correctly filled in.

ERRORS SPREADSHEET

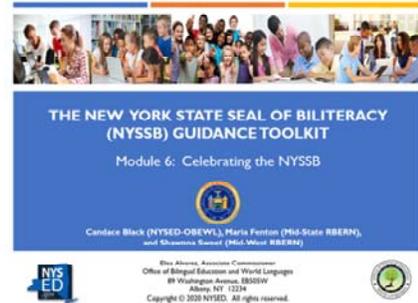
| | | | |
|---|---|-----------|---------------------------|
| 7 | | | |
| 8 | <i>Females</i> | <i>6</i> | Form correctly filled in. |
| 9 | <i>Males</i> | <i>10</i> | |
| 0 | <i>Non-Binary</i> | <i>1</i> | |
| 1 | | | |
| 2 | <i>American Indian or Alaska Native</i> | <i>1</i> | Form correctly filled in. |
| 3 | <i>Asian, Native Hawaiian, or Other Pacific Islander</i> | <i>1</i> | |
| 4 | <i>Black or African American</i> | <i>3</i> | |
| 5 | <i>Multiracial</i> | <i>1</i> | |
| 6 | <i>White</i> | <i>11</i> | |
| 7 | | | |
| 8 | <i>ELLs</i> | <i>1</i> | Form correctly filled in. |
| 9 | <i>Former/Ever ELLs</i> | <i>2</i> | |
| 0 | <i>Never ELLs with a Home Language of English</i> | <i>13</i> | |
| 1 | <i>Never ELLs with a Home Language other than English</i> | <i>1</i> | |



- The remaining error codes and messages will help guide you to make sure that all of your data triangulates and is correctly entered.

CONSIDER “TAKING THE CHALLENGE”

Module 7 of the NYS Seal of Biliteracy Module Series contains an “End-of-Year Data Form Challenge” – consider taking this with your Seal of Biliteracy Committee to hone your skills in tracking student progress and filling out this form.



- Entering the data on the End-of-Year Data form and keeping track of all the criteria the students have met can be challenging, but we know you are up for it.
- OBEWL has created an End-of-Year Data challenge for anyone who would like to practice and test their skills.
- In module seven of the New York State Seal of Biliteracy Guidance Toolkit, available on our website, Coordinators, as well as the larger Seal committee, can practice with some sample student scenarios and hone their skills in determining which students have met the Seal criteria and how to enter this on the end-of-year data form.

SAVING A COPY OF THE FORM FOR YOURSELF

- It is essential to ensure that the school maintains a copy of the final End-of-Year Data form for their records.
- It is recommended that several people keep a copy of this:
 - Seal of Biliteracy Coordinator;
 - School Counseling Office;
 - Person who manages diplomas/graduation programs; and
 - District data coordinator.



- It is essential to ensure that the school maintains a copy of the final End-of-Year Data form for their records.
- It is recommended that several people keep a copy of this, including:
 - The Seal of Biliteracy Coordinator;
 - The School Counseling Office;
 - The Person who manages diplomas/graduation programs; and
 - The District data coordinator.
- It is the responsibility of the Seal of Biliteracy Coordinator to make sure that each of these parties receives the final End-of-Year Data form.

SUBMITTING THE END-OF-YEAR DATA FORM

- Remember to remove any “Personally Identifiable Information” by deleting the first three, white columns with red text.
- Verify that column AN “Seal of Biliteracy criteria met?” says “Yes” for every student entered.
- Verify that all columns tinted in colors other than gray or white are filled in for each student.
- Verify there are no “duplicate” students.
- Save the file as “NYSSB EOY Data form – (Year) – (School Name)
- Email the form as an attachment (do not send a link) to obewldocsubmit@nysed.gov or candace.black@nysed.gov.



- Three of the four required forms for the Seal of Biliteracy are online forms that the Coordinator fills out electronically. Remember that the End-of-Year Data form is an Excel spreadsheet that is emailed to OBEWL.
- To prepare your End-of-Year Data form for submission, please make sure to follow the following steps:
 - Remember to remove any “Personally Identifiable Information” by deleting the first three white columns with red text.
 - Verify that column AN “Seal of Biliteracy criteria met?” says “Yes” for every student entered.
 - Verify that all columns tinted in colors other than gray or white are filled out for each student.
 - Verify there are no “duplicate” students. The formatting of the student ID column is set so that if a duplicate student ID number is entered, the cell’s color will change from blue to red. This is a signal to the Coordinator that a duplicate student number has been entered. This should be corrected before the form is submitted.
 - Save the file as “NYSSB EOY Data form – (Year) – (School Name)
 - Email the form as an attachment (do not send a link) to obewldocsubmit@nysed.gov or candace.black@nysed.gov.

WHO MUST SUBMIT AN AMENDED FORM?

- If all of your students met the Seal criteria at the time of the original form submission (you marked “Criteria Met” in column J), then you do **NOT** need to submit an amended End-of-Year Data form.
- If **ANY** of your students were marked as “Anticipated” in column J (because they had not yet met the Seal criteria at the time of the original form submission), you must submit an amended End-of-Year Data form no later than July 15th.



- Who must submit an amended End-of-Year Data form?
- If all of your students met the Seal criteria at the time of the original form submission (that is, you marked “Criteria Met” in column J for all students), then you do NOT need to submit an amended End-of-Year Data form.
- If, however, **ANY** of your students were marked as “Anticipated” in column J (because they had not yet met the Seal criteria at the time of the original form submission), you must submit an amended End-of-Year Data form no later than July 15th.

SUBMITTING AN AMENDED END-OF-YEAR DATA FORM

- Save your original End-of-Year Data form as “Amended NYSSB EOY Data form – (Year) – (School Name)”
- Delete all students who were marked as “Criteria Met” leaving only the “Anticipated students”
- Update the form with any additional criteria (in the Tan sections) that the student met between the original submission date and July 15th.
- Change the entry in column J (“Criteria Met or Anticipated”) to “Criteria met” for those students who have now met all of the Seal criteria.
- Email the form as an attachment (do not send a link) to obewldocsubmit@nysed.gov or candace.black@nysed.gov.



- Before submitting your amended End-of-Year Data form, please make sure to take the following steps :
- Save your original End-of-Year Data form as “Amended NYSSB EOY Data form – (Year) – (School Name)”. This will ensure that the original End-of-Year Data form will remain intact for your records as well as allow you to submit just the names of the students who were marked as anticipated, but who have now met the criteria to earn the Seal.
- Delete all students who were marked as “Criteria Met” leaving only the “Anticipated students”.
- Update the form with any additional criteria (in the Tan sections) that the student met between the original submission date and July 15th.
- Change the entry in column J (“Criteria Met or Anticipated”) to “Criteria met” for those students who have now met all of the Seal criteria.
- For any student who was anticipated to earn the Seal, but did NOT do so by July 15th, the Coordinator should delete that student’s line from the End-of-Year Data form.
- Email the form as an attachment (do not send a link) to obewldocsubmit@nysed.gov or candace.black@nysed.gov.
 - OBEWL will update their records with the students who have now met

the criteria and will delete those students originally marked as “anticipated” who did not meet the criteria.

- Schools who have candidates who were marked as “anticipated” on May 31st, but who did not eventually meet the Seal criteria (and therefore who did not earn the Seal) will have extra Seal stickers and medallions and should keep them for future years.

ENSURING ACCURACY OF STUDENT RECORDS

- Notify counselors of all graduating seniors that have earned the Seal.
- School counselors/district data coordinators enter the “program service code” 8312 in the school’s student management system.
- Your district data specialist will ensure this Seal data is uploaded to the state’s data management system (SIRS) by the August deadline.



- Once all of the Seals have been awarded, it is important that the data from the Seal of Biliteracy program is accurately reported.
- This is done in two ways:
 - By submitting the End-of-Year Data form (and amended form, if necessary, by July 15th) ; and
 - By submitting the annual graduation data to the Student Information Repository System or SIRS by the August deadline established by NYSED.
 - In particular, it is important that the total number of Seal of Biliteracy graduates from the End-of-Year Data form is the same as the total number reported on SIRS.
 - To ensure that these two numbers match, it is essential that the Seal of Biliteracy Coordinator communicate to both the school counselors and the district data coordinator the names and ID numbers of all graduating seniors who earned the Seal of Biliteracy.
 - In some schools, the school counselors enter a program service code (8-3-1-2) into the school student data management system. This is then uploaded to SIRS in August.
 - In other schools, the school counselors check a box to indicate that the student has earned the Seal of Biliteracy and then the district data

coordinator ensures that this data is uploaded to SIRS, sometimes working with the school's Regional Information Center, or RIC.

- In all cases, the Coordinator must make sure the person entering the students who have earned the Seal of Biliteracy into SIRS has accurate information.
- Once the SIRS data entry window has closed in August, OBEWL will check the total number of Seal earners in SIRS against the total number reported on the End-of-Year Data form. If the number does not match, OBEWL will contact the school to determine the correct total number of students and the reason for the discrepancy.

WHY IS THIS IMPORTANT?

- Every school earns an “accountability” score each year based on a variety of data (including, but not limited to the number of Regents diplomas earned, the number of AP courses taken, etc.)
- The number of students who earn the Seal is multiplied by two before being entered into the formula for this accountability score and therefore can potentially have a significantly positive impact on said score.



- Every school earns an “accountability” score each year as part of the Every Student Succeeds Act (or ESSA).
- This score is based on a variety of data (including, but not limited to the number of Regents diplomas earned, the number of AP courses taken, etc.)
- The number of students who earn the Seal of Biliteracy is multiplied by two before being entered into the formula for this accountability score and therefore, can potentially have a significantly positive impact on a school’s score.
- This accountability score is derived from the data uploaded to the State through the Student Information Repository System (or SIRS), not from the End-of-Year Data form.

REGIONAL BILINGUAL EDUCATION RESOURCE NETWORKS (RBERNs)



| RBERN | % of ELLs in NYS |
|---------------------------|------------------|
| Capital District RBERN | 1.8% |
| Hudson Valley RBERN | 10.7% |
| Mid-State RBERN | 3.2% |
| Mid-West RBERN | 3.1% |
| NYC & NYS Language RBERNs | 57.6% |
| West-Region RBERN | 3.8% |
| Long Island RBERN | 16.7% |



The Office of Bilingual Education and World Languages supports eight Regional Bilingual Education Resource Networks (or RBERNs) in the State, with seven regional RBERNs and one Statewide Language RBERN, as illustrated in the color-coded map and table on this slide.

As a network, the RBERNs work in partnership with OBEWL staff to provide technical assistance and professional development to districts/schools on a wide variety of topics, including the New York State Seal of Biliteracy.

LOCAL RBERN CONTACT INFORMATION

NYS Language
RBERN (Statewide)
NYU Metro Center
726 Broadway - 5th floor
New York, NY 10003
Tel: (212) 998-5101
Fax: (212) 995-4199
Exec. Dir.: Ronald D. Woo
[Email](#), [Website](#)

Hudson Valley RBERN at
SW BOCES
450 Mamaroneck Avenue
Harrison, NY 10528
Tel: (914)345-8500
Exec. Dir.: Carlos Sánchez
[Email](#), [Website](#)

Mid-State RBERN at
OCM BOCES
110 Elwood Davis Road
Liverpool, NY 13088
Tel: (315) 433-2664 or 2610
Fax: 315-431-8585
Exec. Dir.: Tanya Rosado-
Barringer
[Email](#), [Website](#)

New York City RBERN at
Fordham University
441 E. Fordham Road, Bldg. 2536
Hughes Avenue (Off Campus)
Bronx, NY 10458
Tel: (718) 817-0606
Fax: (718) 817-0604
Exec. Dir.: Eva Garcia
[Email](#), [Website](#)

Capital District RBERN at
Questar III BOCES
10 Empire State Blvd.
Castleton, NY 12033
Tel: (518) 477-8771
Fax: (518) 477-1335
Exec. Dir.: Carmen Diaz
[Email](#), [Website](#)

Long Island RBERN at
Eastern Suffolk BOCES
379 Locust Ave
Oakdale, NY 11769
Tel: (631) 218-5175
Fax: (631) 240-8984
Exec. Dir.: Christa Stevenson
[Email](#), [Website](#)

Mid-West RBERN
at Monroe 2 - Orleans BOCES
3599 Big Ridge Road
Spencerport, New York 14559
Tel: (585) 352-2790
Fax: (585) 352-2613
Exec. Dir.: Lourdes Roa
[Email](#), [Website](#)

West Region RBERN at Erie I BOCES
355 Harlem Road – Building C
West Seneca, New York 14224
Tel: (716) 821-7546
Fax: (716) 821-7556
Exec. Dir.: Denise Gofiez-Santos
[Email](#), [Website](#)



Please note the contact information for the RBERN in your region. We encourage Coordinators to reach out to their local RBERN for assistance in starting and/or maintaining their New York State Seal of Biliteracy program.

QUESTIONS?

Please share any additional questions you may have via email to candace.black@nysed.gov or your local RBERN representative.



If you have any questions, please send them to candace.black@nysed.gov.

FOR MORE INFORMATION

Please contact Candace Black at candace.black@nysed.gov or via phone at (518) 473-7505 with any questions on the NYSSB. 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](#)



- For more information on the NYSSB, please contact us at candace.black@nysed.gov or via phone at (518) 473-7505. We can also arrange for a virtual or in-person visit to a school to meet with your Seal of Biliteracy committee.
- New York City DOE schools should contact the Division of Multilingual Learners at dml@schools.nyc.gov.
- [The OBEWL New York State Seal of Biliteracy Website](#) has a wealth of information on the NYSSB and is easily accessible from this link or by visiting www.nysed.gov and typing Seal of Biliteracy into the Search bar.
- Every region of New York is serviced by one of 8 Regional Bilingual Education Resource Networks or RBERNs. These organizations can provide local support for a Seal of Biliteracy program. The link for each RBERN is listed below:
 - [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](#)
- Thank you for participating in this module. We hope this has been helpful. Please feel free to send any feedback on this module to the aforementioned email as we are always looking to improve the end user experience.

ACKNOWLEDGEMENTS

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The members of the NYSSB Task Force listed on this slide were instrumental in contributing to and reviewing this module series. On behalf of the Office of Bilingual Education and World Languages of the New York State Education Department, the authors would like to thank them for their service.