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

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

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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

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)

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

Public schools within the New York City Department of Education

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)

END-OF-YEAR DATA FORM

- Required for all schools offering the Seal

- Submitted annually

- Deadline: May 31st

- Amendments due: July 15th

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

End-of-Year Data Form – May 31

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

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

WHY IS THIS FORM NECESSARY?

Schools report required Seal data to OBEWL

OBEWL sends to schools Seal stickers & medallions

Schools affix Seal stickers to students' diplomas and distribute medallions for students to wear at graduation
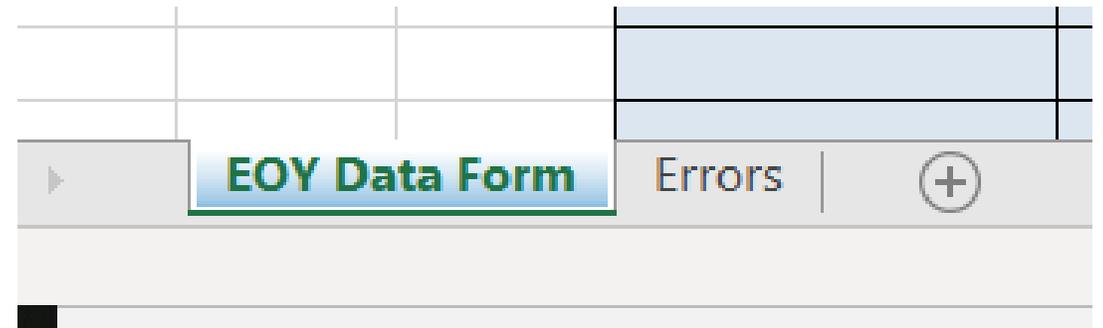
Only upon the submission of the correctly completed End-of-Year Data form and Seal Request form will Seal stickers and medallions be mailed to schools.

OVERVIEW OF THE FORM – 2 TABS

- Excel workbook with two tabs (or spreadsheets)

  - Tab 1 - EOY Data form.

  - Tab 2 - "Errors"

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

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.

District Name

Student First Name

Student Last Name

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

NYSSIS ID Number

Gender

Delete Before Submitting

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

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 ≥ 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	

ORANGE SECTION

- District name
- High school name

- School BEDS code

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

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)

GENDER

- Hover over cells for helpful hints.

- 3 options – Female, Male, Non-Binary

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.

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.

STUDENT ≤ 21 YEARS

- Choose "Y" from the drop-down menu to indicate the Seal candidate is 21 years or less.

- Choose "N" if the student is over the age of 21.

PINK SECTION – ELL STATUS

4 mutually-exclusive statuses:

- Current ELL
- Former/Ever ELL
- Never ELL w/a home language of English
- Never ELL w/a home language other than English

ELL Status of Student

Candace Black:
These are 4 mutually-exclusive categories - students can only be one of these at a time. English Language Learner is abbreviated as ELL.

Current ELL - A student who, by birth or ancestry, speaks or understands a language other than English and who scores below a NYS designated level of proficiency on the NYSITELL or the NYSESLAT.

Former/Ever-ELL - A student who was once an ELL, but who has demonstrated the NYS designated level of proficiency necessary to exit ELL status.

Never ELL with a Home Language of English - A student who was never identified as an ELL and whose home language is English.

Never ELL with a Home Language Other Than English - A student who was never identified as an ELL, but who, by birth or ancestry, speaks or understands a language other than English.

Every student must have an ELL status. Do not leave this field blank.

ELL Status Message
Every Seal candidate must have only ONE ELL status: Current English Language Learner (ELL), Former/Ever ELL, Never ELL with Home Language of English, or Never ELL with a Home Language other than English.

(Select or type an "X" in all crit

BROWN SECTION: CRITERIA MET OR ANTICIPATED?

- Students who have met all Seal criteria by the date of submission of the form

- Students who are anticipated to meet all criteria by July 15th

TAN SECTION (1): 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.)								Raw points – English	English Criteria Met?
	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 ≥ Intermediate High		
									0	No
									0	No
									0	No

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.

Primary World Language (other than English) for Seal	Criteria for World Language Proficiency (Select or type an "X" in all criteria that apply.)													Raw points – World Language	World Lang Criteria Met?	Seal of Biliteracy criteria met?
	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, WPT/BWT, RPT, LPT exams ≥ Intermediate High	2D – American Sign Language: SLPI ≥ Intermediate +	2D – Latin: ALIRA ≥ I-4	2D – DELE (Spanish) ≥ B1	2E – Culminating Project ≥ Intermediate High			
														0	No	No
														0	No	No

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.)

Earned NYSSB 1 Language	0
Earned NYSSB in 2 languages	0
Earned NYSSB in 3 languages	0

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

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.

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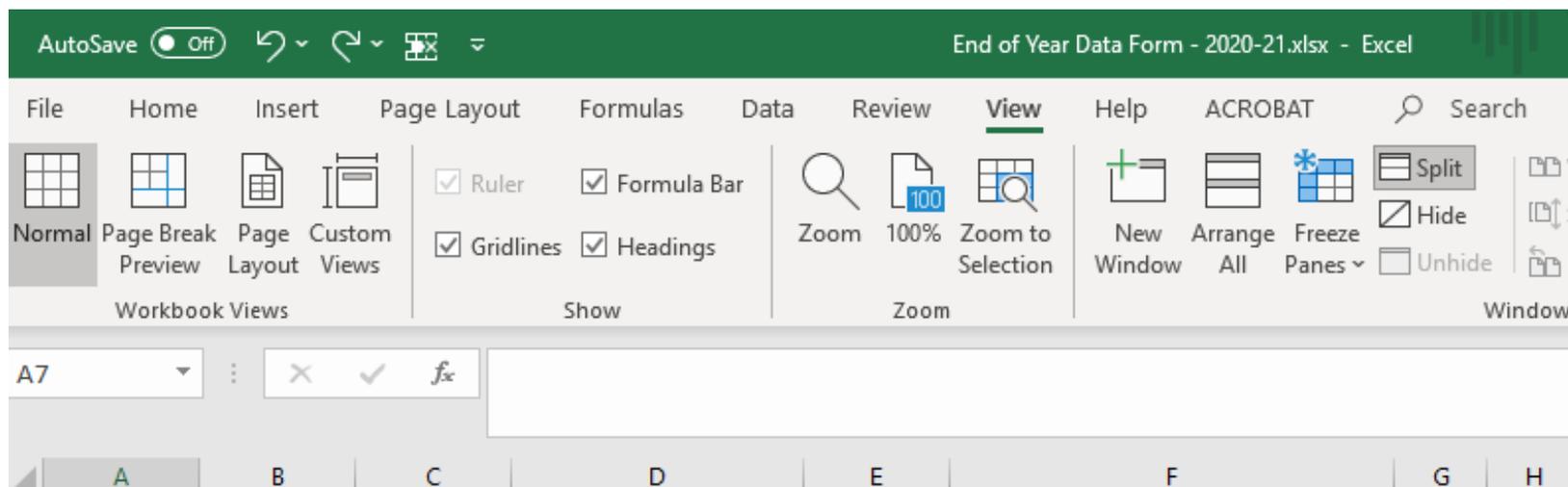
RESOLVING COMMON ERRORS
(USING THE GRAY SECTIONS TO CHECK YOUR WORK)

- 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

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.

EOY Data Form | Errors | +
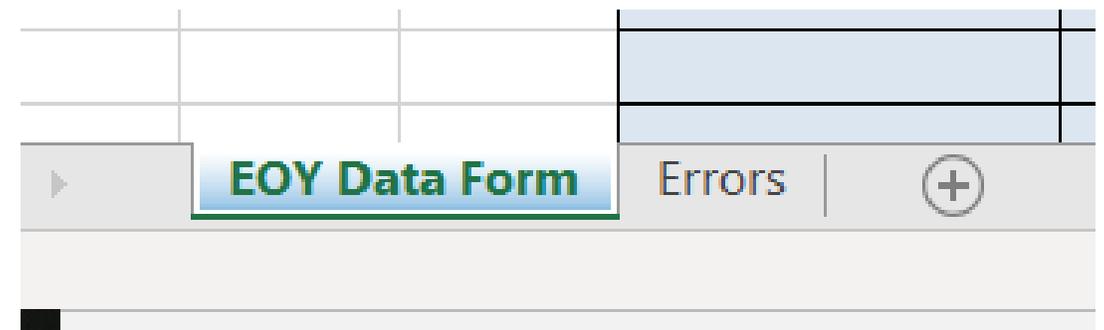
ERRORS SPREADSHEET

	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*	

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	Form correctly filled in.
12	*Anticipated to met criteria by 7/15*	3	

ERRORS SPREADSHEET

7			
8	*Females*	*6*	
9	*Males*	*10*	Form correctly filled in.
20	*Non-Binary*	*1*	
21			
22	*American Indian or Alaska Native*	*1*	
23	*Asian, Native Hawaiian, or Other Pacific Islander*	*1*	
24	*Black or African American*	*3*	Form correctly filled in.
25	*Multiracial*	*1*	
26	*White*	*11*	
27			
28	*ELLs*	*1*	
29	*Former/Ever ELLs*	*2*	
30	*Never ELLs with a Home Language of English*	*13*	Form correctly filled in.
31	*Never ELLs with a Home Language other than English*	*1*	

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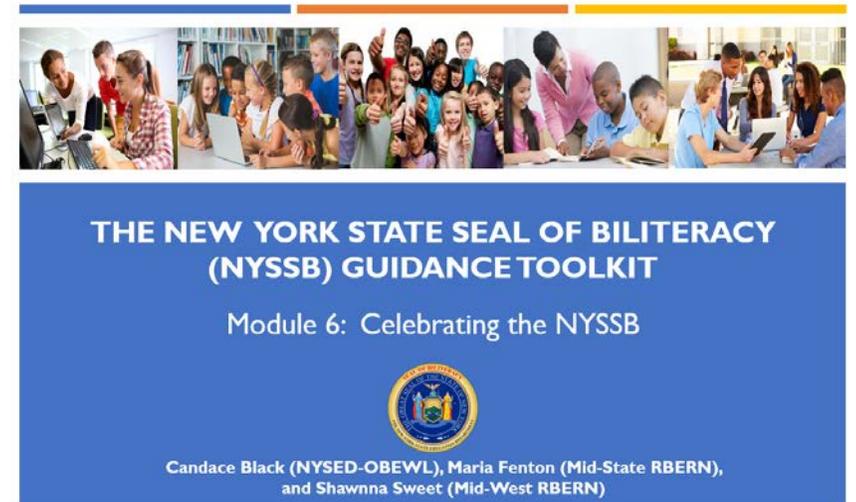
THE NEW YORK STATE SEAL OF BILITERACY (NYSSB) GUIDANCE TOOLKIT

Module 6: Celebrating the NYSSB

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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.

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.

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.

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.

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.

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.

REGIONAL BILINGUAL EDUCATION RESOURCE NETWORKS (RBERNs)
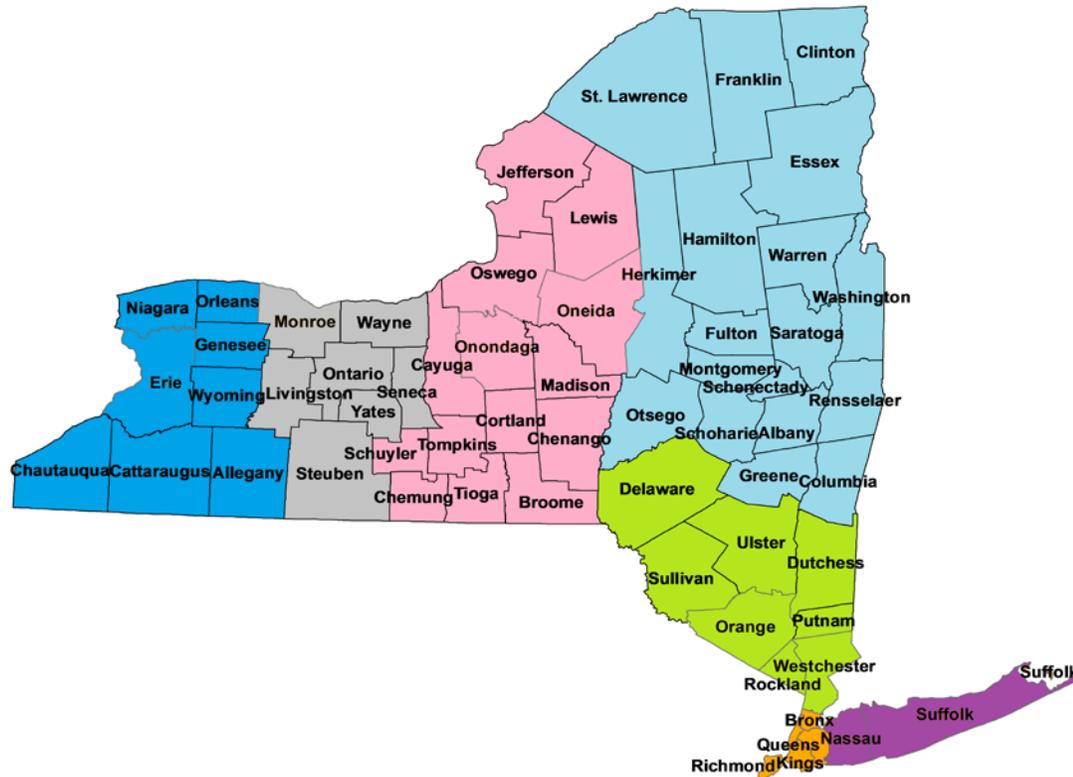
RBERN	% of ELLs in NYS
Capital District RBERN	1.8%
Hudson Valley RBERN	10.7%
Mid-State RBERN	3.2%
Mid-West RBERN	3.1%
NYC & NYS Language RBERNs	57.6%
West-Region RBERN	3.8%
Long Island RBERN	16.7%

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

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

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

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
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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

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 Goñez-Santos
Email, Website

QUESTIONS?

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

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

ACKNOWLEDGEMENTS

NYSSB TASK FORCE

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Jian Liu, NYSED-OBEWL

Pietro Mendola, Buffalo Public Schools

David Mumper, Hudson Valley RBERN

Wanda Ortiz-Rivera, Brentwood CSD

Paschalia Parpounas, Long Island RBERN

Lyda Ragonese, Syracuse CSD

Lourdes Roa, Mid-West RBERN

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Sandy Strock, Capital RBERN

Jessa Waterhouse, Capital RBERN

Ron Woo, NYC Language RBERN @ NYU