



NYSSB School Notification Form Template

This is a TEMPLATE of the online form that is to be used by New York State (NYS) schools to notify the New York State Education Department (NYSED) of their intent to offer the New York State Seal of Biliteracy (NYSSB). Please submit the online form in each year that your school intends to offer the NYSSB by no later than December 1st. This TEMPLATE may be used to gather the required information before entering it on the online form. Only online submissions will be accepted. **Please do not email this form to NYSED.**

New York City Department of Education (NYCDOE) public schools should NOT submit this form, but rather should contact the Division of Multilingual Learners (dml@schools.nyc.gov). All other schools outside of the NYCDOE public school system (including all Charter and Non-Public schools across the state) will submit this form electronically by December 1st using the online form.

A. District Name:		B. School Name:	
C. Type of School:			
☐ District ☐ Charter ☐ Non-Public			
D. Primary NYSSB Contact (Seal Coordinator):	D1. First:	D2. Last:	D3. 10-digit Phone:
E. District Data Coordinator (person responsible for uploading graduation data to SIRS)	E1. First:	E2. Last:	E4. Email:
F. NYSSB Subgroups – Identify the four possible subgroups of SENIORS that could earn the NYSSB in the current year.	F1. # of senior Current ELLs who scored at least “Expanding” on the most recent NYSESLAT exam (or who have earned a point toward criteria 1A or 1B through a 2020 or 2021 exemption)	F2. # of senior Former/Ever ELLs	F3. # of senior Never ELLs whose home language is English and who completed or are completing a Checkpoint C World Language course
			F4. # of senior Never ELLs whose home language is other than English
G. Languages	G1. Name(s) of language(s) of Current or Former/Ever ELLs and of Never ELLs who speak a language other than English (e.g., Heritage Language Speakers)		G2. Name(s) of language(s) taught at the Checkpoint C level in this school
H. Seal of Biliteracy Committee (SBC): Districts/Schools implementing this program must form a committee to manage the implementation of the NYSSB.			
ROLE	FIRST & LAST NAME	TITLE	
Administrator	H1a, H1b.	H1c.	
ELA Teacher	H2a, H2b.		
ESOL Teacher	H3a, H3b.		
World Language Teacher	H4a, H4b.	H4c. Language(s) Taught:	
School Counselor	H5a, H5b.		

I. Culminating Project Rubrics

NYSSB candidates may complete a Culminating Project in English and/or one or more World Languages. The evaluation of English projects must be aligned to the NYS ELA Learning standards. The evaluation of World Language projects must be aligned to the NYS Learning Standards for World Languages (2021). OBEWL provides sample rubrics that schools may use to evaluate the Culminating Projects. Alternatively, schools may use a consortium-based rubric or develop their own rubrics. In all cases, the rubric must meet the following criteria:

1. The rubric exclusively measures proficiency in the language being assessed.
2. The column headings of the rubric are labeled with the ACTFL proficiency levels (e.g., Intermediate High).
3. The performance descriptors are aligned to the ACTFL proficiency levels, including describing what a student can do with the language; the length of text students can use and produce; the types of topics; and the use of time frames.
4. The rubric indicates the proficiency level required to earn the NYSSB based on the category of the language being assessed.
5. The rubric separately addresses all three modes of communication (interpretive, interpersonal, presentational)

Indicate the rubric your school will use to evaluate Culminating Project by checking **ONE** of the following options:

- ☐ 11. Our school will use one of the sample rubrics provided by OBEWL. (Schools using the OBEWL rubrics do **NOT** need to submit copies of the rubrics.)
- ☐ 12. Our school will use the rubric created by our local consortium. (Please check the consortium below to which your school belongs. Schools using a consortium rubric do **NOT** need to submit a copy of the rubric. If your consortium is not listed below, they are not registered with NYSED and you are requested to submit the rubric.)
- | | | |
|---|--|--|
| ☐ Broome Tioga - BT | ☐ Greater Southern Tier - GST | ☐ Onondaga Cortland Madison - OCM |
| ☐ Cayuga Onondaga - CO | ☐ Jefferson Lewis - JL | ☐ Oneida Herkimer Madison - OHM |
| ☐ Center for Instruction, Technology & Innovation - CiTi | ☐ Madison Oneida - MO | ☐ Tompkins Seneca Tioga - TST |
- ☐ 13. Our school will use a rubric that was developed in-house. A copy of this rubric will be sent to obewldocsubmit@nysed.gov (as an attachment, not a link) following the submission of this form. School-based rubrics must meet the following aforementioned criteria to be approved. By checking this box, the designee attests that the Seal of Biliteracy committee has reviewed the rubric and certified that it meets all five of the criteria listed above.

- J. Acknowledgement** - We agree to the criteria set by NYSED for students to earn the NYSSB and we agree to deliver program data and information pertaining to the NYSSB to NYSED via the End of Year Data form.

K. Electronic signature of the Designee of the Building Principal

The Designee of the Building Principal may be the Seal Coordinator. By entering your name below, you are signing this form electronically, attesting to the accuracy of the data 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.

K1. First Name:	K2. Last Name:	K3. Title:
K4. Email:	K5. Date:	

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

