



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



<b>Planning Stage</b>	<p><b>Formation Seal of Biliteracy Committee:</b></p> <ul style="list-style-type: none"> <li>- Determine members of the Seal of Biliteracy Committee (SBC): Administrator, Guidance counselor, World Language Teacher , ELA teacher, ESOL/ENL teacher, Other members</li> <li>- SBC members read the NYS Seal of Biliteracy Handbook</li> </ul>	<b>Aug-Sept</b>
	<p><b>Communication of the program:</b></p> <ul style="list-style-type: none"> <li>- Advertise the Seal of Biliteracy to the school community</li> <li>- Establish points of contact for the students, parents and stakeholders</li> </ul>	<b>Sept-Oct</b>
<b>Recruitment Stage</b>	<p><b>Identification of the qualified cohorts and plan development:</b></p> <ul style="list-style-type: none"> <li>- Identify students who are qualified and interested in applying for the Seal</li> <li>- Determine how students will earn their 3 credits each for both World language and English</li> <li>- Develop rubrics for both world language and English presentation</li> <li>- Create a timeline for important events</li> <li>- Begin plans for student recognition and awards</li> <li>- Identify potential student candidates for future years to inform and begin the process of planning for Seal candidacy</li> </ul>	<b>Oct-Nov</b>
	<p><b>Notification to NYSED of intent to establish the NYSSB program for the year:</b></p> <ul style="list-style-type: none"> <li>- Complete the online <a href="#">School Notification Form</a> (by December 1)</li> </ul>	<b>Nov-Dec</b>
<b>Implementation Stage</b>	<p><b>Student application and scheduling an advisor:</b></p> <ul style="list-style-type: none"> <li>- Students submit applications</li> <li>- Match Seal candidates with advisors</li> </ul>	<b>Dec- Jan</b>
	<p><b>Student Evaluation:</b></p> <ul style="list-style-type: none"> <li>- Advisors monitor students' progress and prepare for presentations</li> <li>- World language assessments completed</li> <li>- Panel presentations conducted</li> <li>- Submit online <a href="#">Culminating Project Notification Form</a> (by April 15)</li> </ul>	<b>Jan-May</b>



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## Suggested Timeline



<b>Celebration Stage</b>	<p><b>Ordering of the Seal Image:</b></p> <ul style="list-style-type: none"> <li>- Submit online <a href="#">Seal Request Form</a> (by May 31)</li> <li>- Email the <a href="#">End-of-Year Data Form</a> Excel spreadsheet (by May 31)</li> <li>- Finalize plans for student recognition and awards</li> </ul>	<b>May</b>
	<p><b>Celebrating students' achievement:</b></p> <ul style="list-style-type: none"> <li>- Recognize student achievements</li> <li>- Use SIRS code 8312 to designate the Seal of Biliteracy on students' transcripts</li> <li>- Affix Seals to diplomas</li> <li>- Distribute medallions for students to wear at graduation</li> </ul>	<b>June</b>
<b>Reflection Stage</b>	<p><b>Review data and processes:</b></p> <ul style="list-style-type: none"> <li>- SBC members review progress, subgroup data and procedures</li> <li>- Celebrate successes and discuss areas of growth</li> <li>- Identify potential student candidates for the following year</li> </ul>	<b>June-Aug</b>