(Print on school letterhead)

(Date)

To the parent(s)/guardian(s) of:

(Address Block)

Dear (Student first name) & Parent(s)/Guardian(s):

On July 31, 2012, the New York State Seal of Biliteracy was passed by the legislature and signed into law by Governor Cuomo to recognize high school graduates who have attained, “a high level of proficiency in listening, speaking, reading and writing in two or more languages, one of which is English.” It is my pleasure to inform you that (Student first name) has met all of the requirements to earn the NYS Seal of Biliteracy for (Year).

The Board of Education would like to recognize (Student first name) and the other recipients of the Seal at their next meeting on **(Date) at (Time) (Location)**. All students in attendance will receive a program and certificate of achievement. Family members are invited to attend this brief recognition event as well. Students who earn the Seal of Biliteracy will also have a special notation in both the graduation program and on their official high school transcript.

If you have any questions regarding the Seal of Biliteracy, please feel free to contact me. Please accept my sincere congratulations on this achievement and I hope to see you at the ceremony.

Sincerely,

Chair, Seal of Biliteracy Committee