



**NYSSB Seal Request Form Template (Revised 09.01.2020)**

This TEMPLATE is being provided so that schools can gather the required information before entering it on the [online form](#) on or before **May 31st** of each year the Seal is offered.

This [online form](#) is used to notify the New York State Education Department (NYSED) of the number of Seal stickers and medallions requested for the school’s New York State Seal of Biliteracy (NYSSB) program and the address to which they should be sent. The Office of Bilingual Education and World Languages (OBEWL) will provide the Seal stickers to be placed on the diplomas, medallions for students to wear at graduation, and certificate templates at no charge. Only online submissions of forms will be accepted. **Do not email this form to NYSED.**

**New York City Department of Education (NYCDOE) public schools should contact the Division of Multilingual Learners ([dml@schools.nyc.gov](mailto:dml@schools.nyc.gov)) in the spring to plan to complete this form. All other schools outside of the NYC area (including NYC Charter Schools) should submit this form electronically by May 31st.**

In order to receive the Seal stickers and medallions, schools must also email a correctly completed **End-of-Year Data form** to [obewldocsubmit@nysed.gov](mailto:obewldocsubmit@nysed.gov). Schools may anticipate\* students who will earn the NYSSB and then follow up with amended Seal Request and End-of-Year Data forms when final grades/scores have been received by no later than July 15th of each year (see notes on next page).

**Please submit this information electronically using the following [online form](#) by May 31st:**

<b>1. District name</b>		
<b>2. Is this a NYCDOE public school?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>3. School BEDS code</b>		
<b>4. School name</b>		
<b>5. Street address</b>		
<b>6. City</b>		
<b>7. Zip code</b>		
<b>8. Region (Please check one.)</b>	<input type="checkbox"/> Capital-East <input type="checkbox"/> Hudson Valley <input type="checkbox"/> Long Island <input type="checkbox"/> Mid-State <input type="checkbox"/> Mid-West <input type="checkbox"/> New York City <input type="checkbox"/> West	
<b>9. Contact name</b>	First:	Last:
<b>10. Phone</b>		
<b>11. Email</b>		
<b>12. Date Seal stickers and medallions needed (Please allow 1-2 weeks to process this request.)</b>		



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13. # of <b>graduating seniors</b> ** who have met all of the NYSSB requirements by the date of this form (no later than 5/31)	
14. # of <b>graduating seniors</b> who are <b>anticipated</b> * to meet all of the NYSSB requirements by July 15th	
15. If any of the students in questions 13 and 14 will earn the NYSSB in <b>2</b> world languages in addition to English, please indicate the number of students here.	
16. If any of the students in questions 13 and 14 will earn the NYSSB in <b>3</b> world languages in addition to English, please indicate the number of students here.	
17. Total # of Seal stickers and medallions requested - This should equal #13 + #14 + #15 + (2 times #16).	

\*Because schools need time to prepare graduation materials prior to final grades/scores being available, the school should **anticipate** students who will earn the NYSSB and submit this form by **May 31st**. For example, if a student plans to earn a point using an Advanced Placement (AP) exam taken in May of the senior year, the score will not be available until July. The school in this case should consult with the student’s subject area AP teacher to **anticipate** whether the student will meet the criteria to determine the total number of Seal stickers and medallions to order on this form. The school will keep the Seal stickers and medallions and **only award them upon successful completion of ALL criteria**. This may mean that the school will have to hold on to some Seals and medallions until after the release of such scores in mid-July. All schools should make a **final determination** of which students earned the NYSSB by no later than **July 15th**. If there were changes in the students **who were anticipated to earn** the NYSSB between the submission of the End-of-Year Data form by May 31st and this final determination, the school must submit an amended End-of-Year Data form by July 15th. Any changes should be highlighted in a different color.

\*\* The number of students receiving the NYSSB reported on this form must be only graduating seniors. Students are only reported on the Seal Request and End-of-Year Data forms in the year in which they are graduating – **juniors are never reported on these forms**.

**Electronic signature of the Designee of the Building Principal**

By entering your name below, you are signing this form electronically, attesting to the accuracy of the information 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.

<b>18. First:</b>	<b>19. Last:</b>	<b>20. Title:</b>
<b>21. Email:</b>		<b>22. Date:</b>

Please submit this information electronically using the [online form](#) by **May 31st**.

Questions regarding this form can be directed to [candace.black@nysed.gov](mailto:candace.black@nysed.gov) or via phone at (518) 473-7505.

