



THE NEW YORK STATE EDUCATION ASSOCIATION (NYSSB) GUIDANCE TOOLKIT

Presented by the New York State Education Department



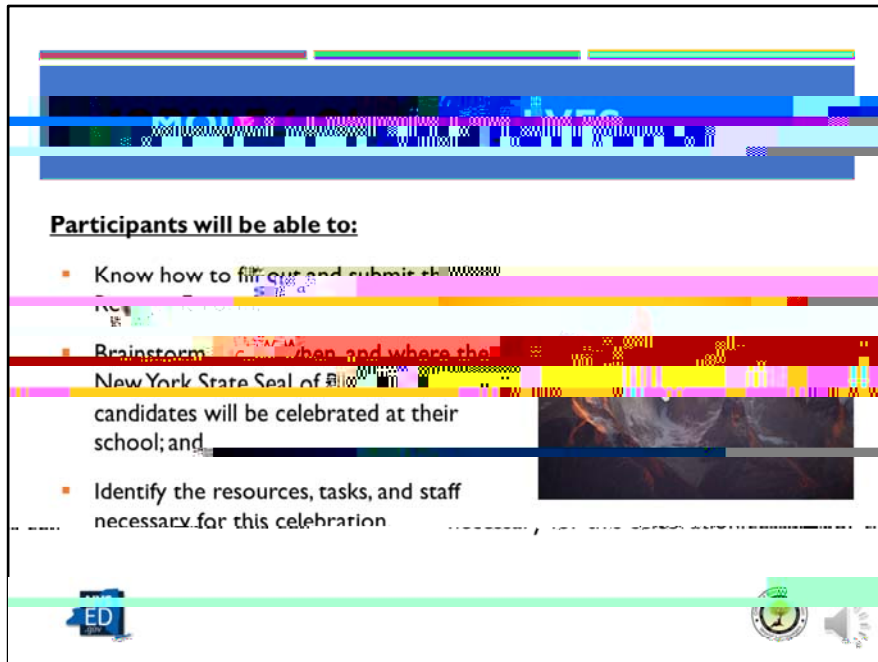
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Assistant Commissioner for Office of Professional Services



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Office of Professional Services
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Albany, NY 12242


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Participants will be able to:

- Know how to fill out and submit the
- Brainstorm **when and where the**
New York State Seal of
- Identify the resources, tasks, and staff
necessary for this celebration

ED 

Let's start with the module objectives.


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WARM UP

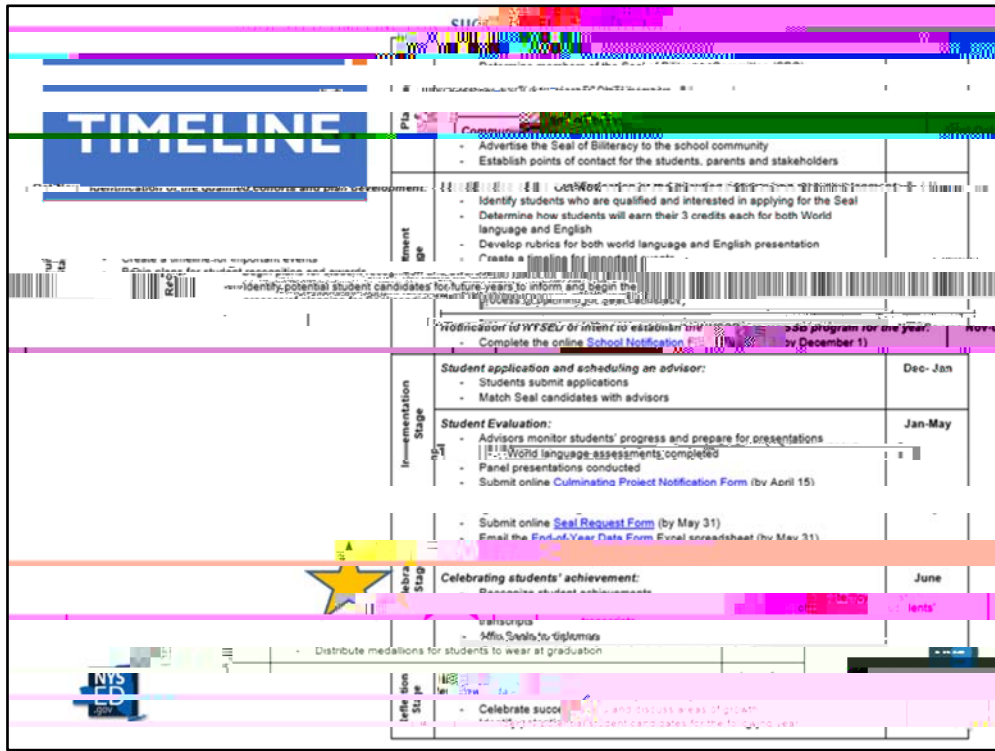
How do you currently celebrate student achievement at your school?



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Photo courtesy of [Erie](#)

- Reflect on how your school currently celebrates student achievement. What practices might you build upon to include the NYSSB?
- Start to share some of your initial ideas for celebrating the NYSSB.
 - What will you do?
 - When will you do it?
 - Who will be involved?



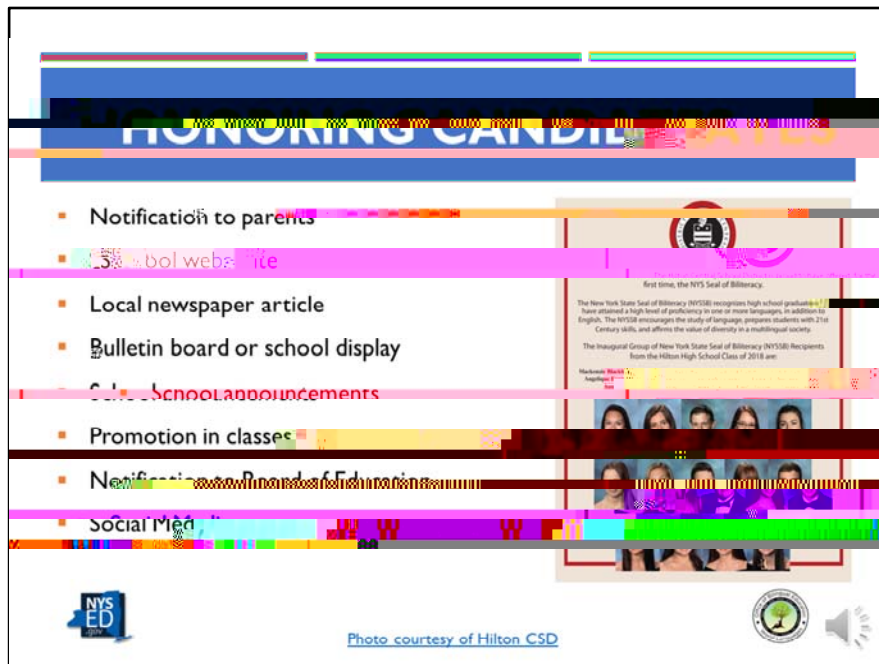
As we review the suggested timeline, we have moved into the Celebration stage.

The screenshot shows the 'Seal Request Form' page from the Office of Bilingual Education and Dual Language Learning. The page title is 'THE SEAL REQUEST FORM'. The form includes instructions for schools to request Seal stickers and medallions. A list of key points is overlaid on the screenshot:

- The [Seal Request Form](#) is an online form in which the school provides the number of Seal stickers and medallions requested, the school address to which they should be sent, and the date by which they are needed.
- It is recommended that the form be submitted by **May 31st** of **each school year** in order to receive the Seals and medallions in time for the award ceremony.
- It is important for schools to work backwards from the date they will give out the Seals and medallions to students and to allow at least one week's processing time from the date of request.

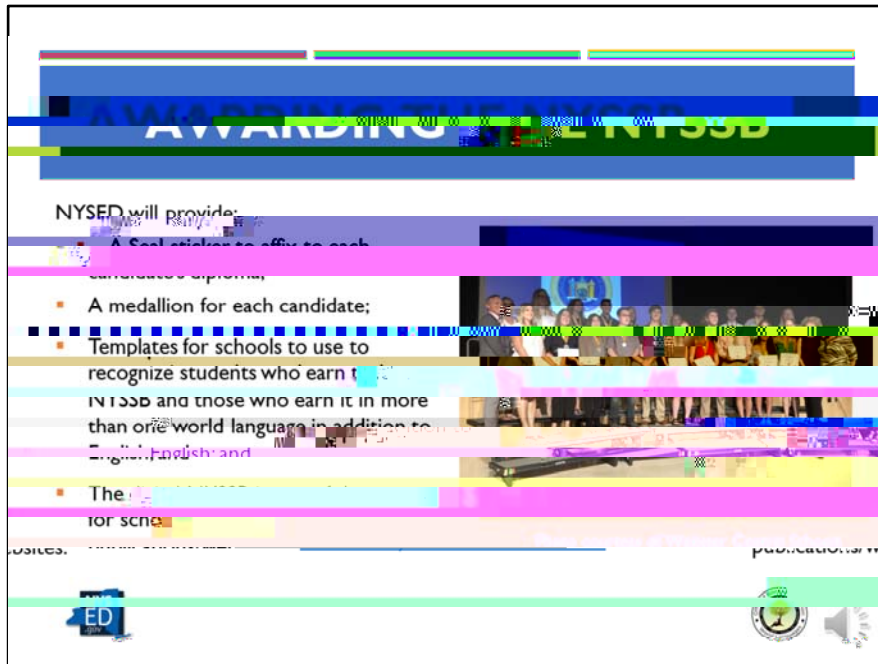
The screenshot also shows the URL <http://www.nysed.gov/bilingual-ed/nysseb> and the NYS ED logo.

- The [Seal Request Form](#) is an online form in which the school provides the number of Seal stickers and medallions requested, the school address to which they should be sent, and the date by which they are needed.
- This form is recommended to be submitted by **May 31th** of **each school year** in which the school wishes to offer the NYSSB; however, the deadline is flexible.
- It is important for schools to work backwards from the date they will give out the Seals and medallions to students and to allow at least one week's processing time from the date of request.

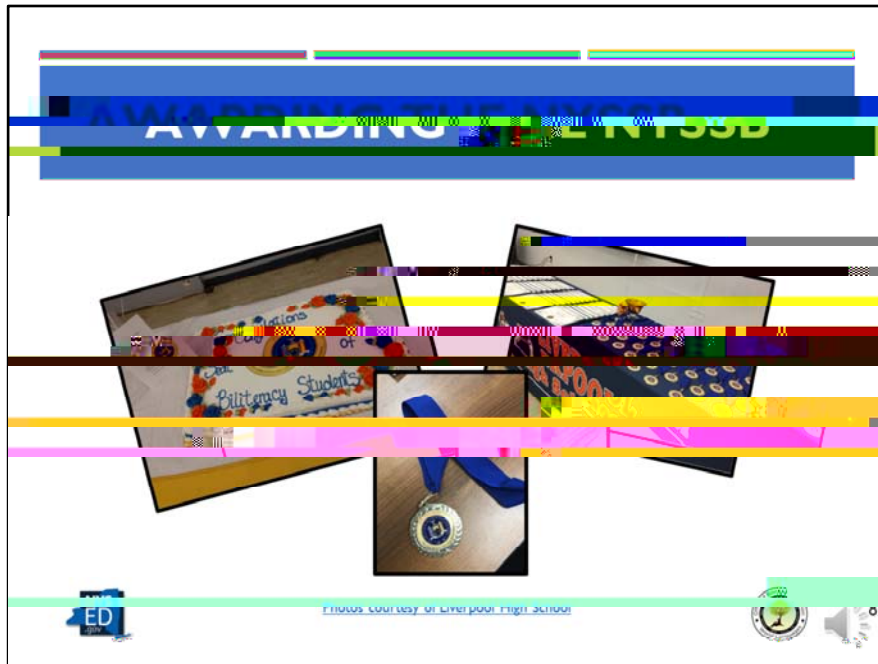


Schools are encouraged to consider how they might accomplish use the following to celebrate their Seal candidates:

- Notification to parents of Seal candidates;
- Your school website;
- An article on the Seal candidates in your local newspaper;
- A bulletin board or school display;
- School announcements;
- Displaying Seal candidate names and photos in classes;



- 2019-20 was the first time that the New York State Education Department provided the actual Seal stickers and a medallion for each student, free of charge. Prior to that year, schools were sent a digital image of the NYSSB and had to choose to purchase any additional graduation regalia for the NYSSB.
- In addition to the Seal stickers and medallions, OBEWL provides to all schools offering the NYSSB a set of three certificate templates:
 - One for students earning the standard NYSSB; and
 - Additional certificates for students earning the NYSSB in two or three world languages, respectively, in addition to English. Schools will offer [illegible] NoA certifi



Schools have found many ways to be creative in their celebration ceremonies from artful arrangements of medallions and certificates to a cake with an image of the NYSSB.

NOTATION ON OFFICIAL SCHOOL DOCUMENTS

- Notation on graduation program
- Notation on transcript Code: 8912
- SIRS Reporting - Accountability Measures for College Career & Civic Readiness

Legend
Class Periods = 30 minute blocks, alternate days, 40 weeks per year.

R-Regent SS-Summer School E-Enriched Curriculum EW-Withdraw

School:

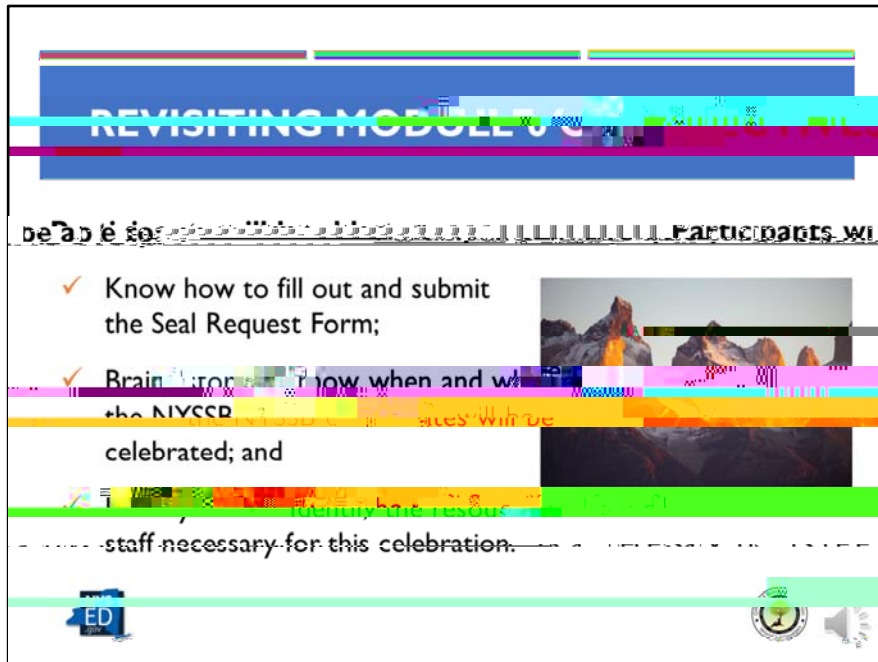
Diplom. Type: Advised Regents with Honors with Biliiteracy Seal

- The Seal of Biliiteracy must be noted on the student's official

REVISITING MODULE 6

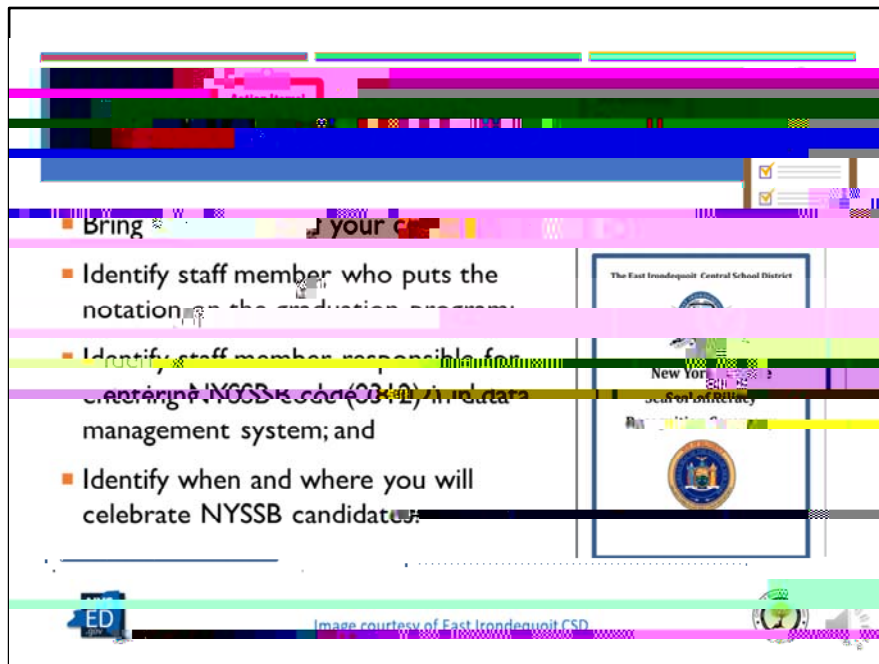
Participants will

- ✓ Know how to fill out and submit the Seal Request Form;
- ✓ Brainstorm how when and where the NYCCD will be celebrated; and
- ✓ Identify the staff necessary for this celebration.



The slide features a blue header with the text 'REVISITING MODULE 6'. Below the header, the text 'Participants will' is followed by a bulleted list of three objectives, each marked with a checkmark. The objectives are: 'Know how to fill out and submit the Seal Request Form;', 'Brainstorm how when and where the NYCCD will be celebrated; and', and 'Identify the staff necessary for this celebration.' To the right of the text is a photograph of a mountain range with snow-capped peaks. At the bottom left is a logo with the letters 'ED' and at the bottom right is a circular logo with a tree and a sun.

We have now reached the end of the presentation of Module 6. Let's revisit our objectives for this module. Consider whether the Seal of Biliiteracy committee was able to accomplish all of the can do statements included here.



- This module series is designed as a practical guide to implement a Seal of Biliteracy program

QUESTIONS

Please share any additional questions you may have.

Further questions can be emailed to candace.black@nysed.gov or your local RBEEM representative.



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Please share any additional questions you may have.

Further

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 mlr@doe.nyc.gov

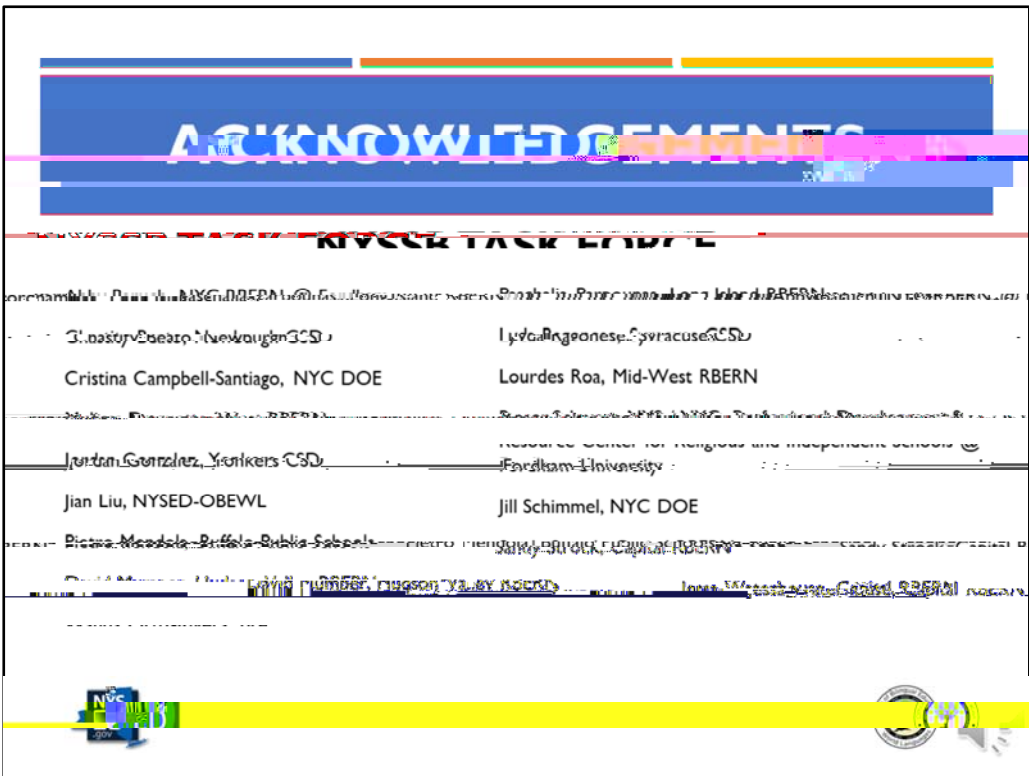
The NYSSB is a part of the New York State Office of Bilingual and Multicultural Education

Regional Bilingual Education Resource Network

- Capital District RBERN at Questar III BOCES
- Hudson Valley RBERN at SW BOCES
- Long Island RBERN at Long Island BOCES
- Mid-State RBERN at OCM BOCES
- Mid-West RBERN at Erie 1 BOCES
- NYC RBERN at NYC DOE
- RBERN West at Erie 1 BOCES



- For more information on the NYSSB, please contact us at candace.black@nysed.gov or via phone at (518) 473 7505. We can also arrange for a virtual or in person visit to a school to meet with your Seal of Biliteracy committee.



The members of the NYSSB Task Force listed on this slide were instrumental in contributing to and reviewing this module series. On behalf of the Office of Bilingual Education and World Languages of the New York State Education Department, the authors would like to thank them for their service.