

**The New York State Seal of Biliteracy
(NYSSB) Guidance Toolkit
Module #8: Completing the End-**



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Module #8: Completing the End-of-Year Data Form



Gray sections – auto-calculate fields

Sections tinted in colors other than white or gray

- Blue – NYSSIS student ID number, Gender, Race, Ethnicity, Graduating senior, Age < 21 years
 - Pink – the student's "ELL status"
 - Brown – Criteria met or anticipated?
 - Tan section #1 – ELA criteria met
 - Green – Name of primary world language (other than English) in which the Seal is earned
 - Tan section #2 – 1st world language criteria met
 - Tan sections #3 and #4 – 2nd and 3rd world language criteria met
 - Purple – Electronic signature of designee submitting form
- How to split the Excel screen for better visibility
 - Resolving common errors using the auto-calculate fields in the End-of-Year Data Form tab and the Errors tab.
 - The "Challenge"
 - Saving a copy of the form for your school
 - Submitting the form by May 31st
 - Submitting an "amended" form by July 15th
 - Ensuring accuracy of student records and communicating Seal earners to appropriate personnel



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