



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



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| Planning Stage | Formation Seal of Biliteracy Committee: <ul style="list-style-type: none"> - Determine members of the Seal of Biliteracy Committee (SBC): Administrator, Guidance counselor, World Language Teacher, ELA teacher, ESOL/ENL teacher, Other members - SBC members read the NYS Seal of Biliteracy Handbook | Aug-Sept |
| | Communication of the program: <ul style="list-style-type: none"> - Advertise the Seal of Biliteracy to the school community - Establish points of contact for the students, parents and stakeholders | Sept-Oct |
| Recruitment Stage | Identification of the qualified cohorts and plan development: <ul style="list-style-type: none"> - Identify students who are qualified and interested in applying (apply) Begin plans for student recruitment - Identify potential candidates Complete the online | |
| | School Notification Form (by December 1) | Nov-Dec |
| Implementation Stage | Student application and scheduling an advisor: <ul style="list-style-type: none"> - Students submit applications - Match Seal candidates with advisors | Dec- Jan |
| | Student Evaluation: <ul style="list-style-type: none"> - Advisors monitor students' progress and prepare for presentations - World language assessments completed - Panel presentations conducted - Submit online Culminating Project Notification Form (by April 15) | Jan-May |

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