



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



Planning Stage	<p>Formation Seal of Biliteracy Committee:</p> <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
	<p>Communication of the program:</p> <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	<p>Identification of the qualified cohorts and plan development:</p> <ul style="list-style-type: none"> - Identify students who are qualified and interested in applying (apply) Begin plans for student recruitment - Identify potential Complete the online 	
	<p>School Notification Form (by December 1)</p>	Nov-Dec
Implementation Stage	<p>Student application and scheduling an advisor:</p> <ul style="list-style-type: none"> - Students submit applications - Match Seal candidates with advisors 	Dec-Jan
	<p>Student Evaluation:</p> <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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