



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



Planning Stage	Formation Seal of Biliteracy Committee: <ul style="list-style-type: none"> - Determine membership of 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. Begin plans for student recruitment. - Identify potential candidates. Complete the online application. 	
	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 (by April 15) 	Jan-May

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