



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

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