



Illinois State Board of Education

100 West Randolph, Suite 14-300
Chicago, Illinois 60601

REPORT OF STATE SEAL OF BILITERACY AND STATE COMMENDATION TOWARD BILITERACY AWARDS

DIVISION OF ENGLISH LEARNERS

Instructions: Districts participating in the State Seal of Biliteracy program have to submit annual reports to ISBE. This report is due thirty (30) calendar days after the end of the school year and should be submitted electronically via "Send ISBE a File" located at <http://www.isbe.net/>. **Select Beth Robinson as the Receiver.** Include the name of the district in the file name using the following format: **DISTRICT NAME.Biliteracy2018.**

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|---|-------------------------------|
| DISTRICT NAME AND NUMBER | DATE |
| COORDINATOR OF STATE SEAL OF BILITERACY PROGRAM | TELEPHONE (Include Area Code) |
| ADDRESS (Street, City, State, Zip Code) | E-MAIL |

The report has to include this form as well as:

- A list of students awarded the Seal or Commendation, including their Student ID and birth date
- The targeted language for each awardee and the method used to demonstrate proficiency in English and the targeted language
- Whether the awardee entered high school as a current or former English learner
- A list of assessments used to document student proficiency in English and in languages other than English

A template that districts may use for the report is posted on the Seal of Biliteracy web page:

<https://www.isbe.net/Pages/Illinois-State-Seal-of-Biliteracy.aspx>. The template includes multiple tabs. Please be sure to read and fill out all the appropriate tabs.