

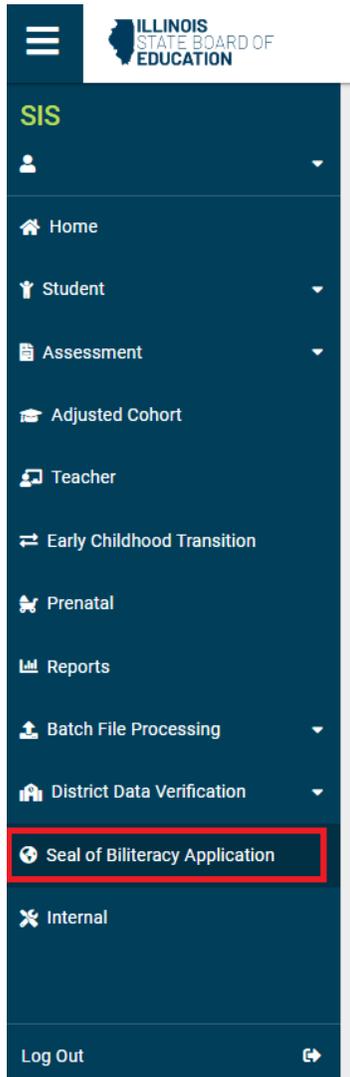


Seal of Biliteracy and Student Information System

Using SIS for the application to participate
and uploading student award data

Seal of Biliteracy – Application to Participate

Must be completed every year between August 1 and October 1



- **User must have RCDT Admin Access in SIS in order to see/complete the application.**
- **Only districts with active enrollments in Grades 11-12 for the current school year can access the application.**
- **Districts must first complete a Seal of Biliteracy application online before Seal of Biliteracy Awards can be submitted.**
- **District information is pulled from the Entity Profile System (EPS).**
- **Coordinator information, minimum of one language projection, and superintendent signature checkbox are required to submit application.**

Seal of Biliteracy – Application to Participate

ILLINOIS STATE BOARD OF EDUCATION

SIS

- Home
- Student
- Assessment
- Adjusted Cohort
- Teacher
- Early Childhood Transition
- Prenatal
- Reports
- Batch File Processing
- District Data Verification
- Seal of Biliteracy Application**
- Internal
- Log Out

Seal of Biliteracy Application

School Year: 2021

District Information	Coordinator Information
District Name:	Name of Coordinator:
Phone Number:	Coordinator's Phone Number:
Address Line 1:	Coordinator's Email:
City:	Address Line 1:
State:	Address Line 2:
Zip Code:	City:
	State: Illinois
	Zip Code:

Projections of Student Participation for the School Year 2020 - 2021

Language Of Biliteracy (Other than English)	Projected Number of Students to Receive Seal of Biliteracy	Projected Number of Students to Receive Commendation toward Biliteracy	Projected method(s) to be used to document proficiency in foreign/world language:
-Select-			<input checked="" type="checkbox"/> Standard Assessment of four domains (Reading, Writing, Listening, Speaking) <input type="checkbox"/> Portfolio Assessment (Maybe used if student falls into allowable category) <input type="checkbox"/> Student attains an "intermediate mid" as a composite score or in one or more domains on a standardized assessment of the four domains <input type="checkbox"/> No standardized language assessment exists or no standardized assessment of all four domains exists for the for the language <input type="checkbox"/> Evaluating the language proficiency of a student with disabilities for whom the standardized assessment is inappropriate

[Add Language of Biliteracy](#)

Superintendent Verification

The district plans to participate in the State Seal of Biliteracy Program and agrees to adhere to program requirements included in 23 IL ADM Code Section 1.442. Or the district also plans to award the State Commendation toward Biliteracy to students who meet the requirements included in 23 IL ADM Code Section 1.442.

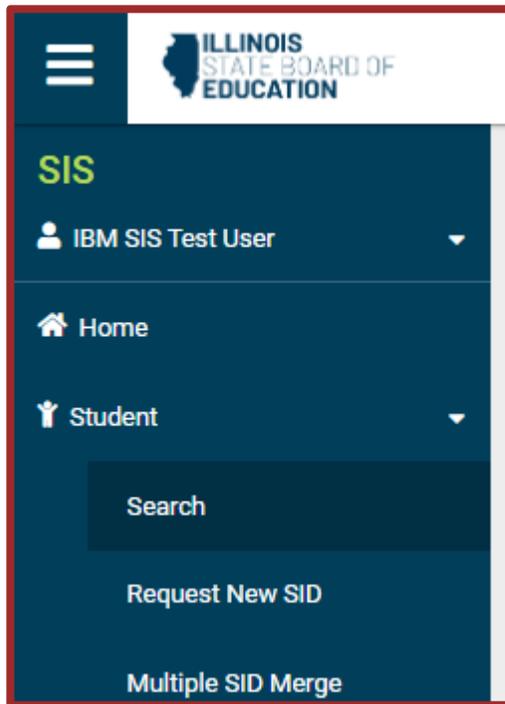
Name of Superintendent:	Superintendent's Email:
Superintendent Signature :	Date Submitted:

[Submit](#) [Cancel](#)

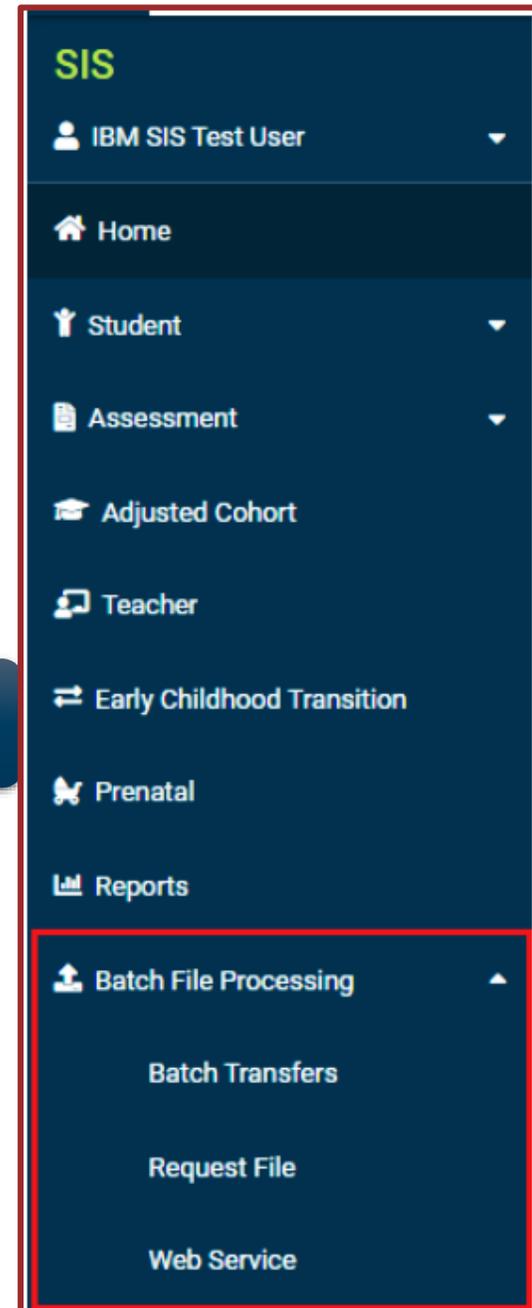
Seal of Biliteracy – Award Uploads

- Deadline: September 15 (the fall *after* awards are presented).
- Two methods, both in SIS -- Individual Student or Batch Upload.
- Students must be exited (graduated) before their records can have the Seal added.

Individual Student Record



Batch Upload



Seal of Biliteracy – Award Uploads

Individual Student Record

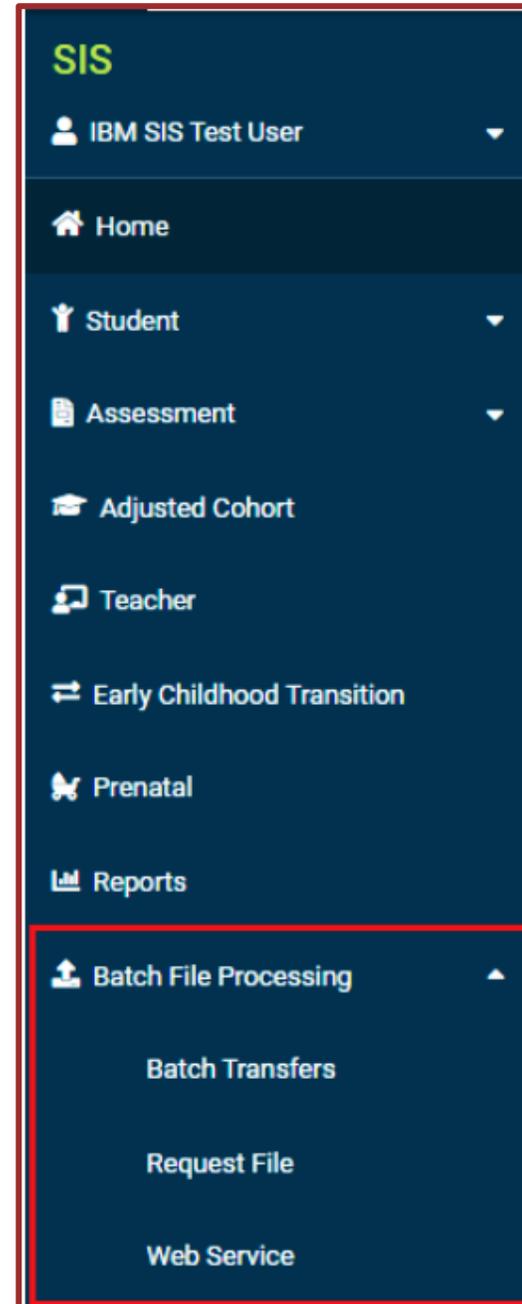
The screenshot shows the SIS interface for the Illinois State Board of Education. On the left is a dark blue sidebar with a menu containing: 'SIS', 'IBM SIS Test User', 'Home', 'Student', 'Search', 'Request New SID', and 'Multiple SID Merge'. The main content area is titled 'Seal of Biliteracy Award' and includes a 'Back To Demographic' link. It displays the student's SID (123456789), Legal Last Name (Test), Legal First Name (Student), and Legal Middle Name. A red box highlights the 'Add New' button. Below the form is a message: 'No Seal of Biliteracy Awards Records for Student'.

The screenshot shows a modal form titled 'Add Seal of Biliteracy Award'. It contains four dropdown menus, each with '--Select--' as the current selection. The dropdowns are labeled: 'Seal Or Commendation', 'Language of Award', 'Method of Demonstrating English Proficiency', and 'Method of Demonstrating Proficiency in Language Other than English'. A red box highlights the entire form area. At the bottom right, there are 'Close' and 'Submit' buttons, with the 'Submit' button also highlighted by a red box.

Seal of Biliteracy – Award Uploads

Batch Upload

- To upload via a batch file, go to the [SIS Excel Templates](#), scroll to the blue bar titled “Seal of Biliteracy Awards.”
 - You can search “SIS Excel Templates” on isbe.net to get there easily
 - Select the Windows or Mac template.
 - Utilize the [Steps for Creating and Uploading](#) data.
 - Reference the [Tips for Completing](#) the template.
 - Upload file into SIS.
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- View the SIS [Batch Process](#) training for further assistance.



Seal of Biliteracy – Award Reports

Use reports in SIS to determine if your awards have been uploaded properly.

The screenshot displays the SIS (Student Information System) interface for the Illinois State Board of Education. The left sidebar contains navigation options: SIS, IBM SIS Test User, Home, Student, Assessment, Adjusted Cohort, Teacher, Early Childhood Transition, Prenatal, Reports, Batch File Processing, District Data Verification, and Seal of Biliteracy Application. The main content area is titled "Seal of Biliteracy Awards" and includes a "Back To Reports" link. The configuration options are as follows:

- School Year: 2024
- School: All Schools
- Grade: All Grades
- Race/Ethnicity: All Races
- Gender: All Male Female Non-Binary
- Language of Award: All Languages
- Award: All
- IDEA Services: Both Yes No
- EL: Both Yes No
- Sort By: SID

At the bottom of the configuration area, there is a dropdown menu set to "PDF" and a "Create Report" button, both highlighted with a red border.

Seal of Biliteracy – Award Reports

Use reports in SIS to determine if your awards have been uploaded properly.

2023 Seal of Biliteracy Awards (Detail)

SIS Home District: [REDACTED]
 Selection Criteria: None Sorted By: None Selected

Columns

- A Grade
- B Gender
- C Race
- D EL
- E IDEA Services
- F Method of Demonstrating English Proficiency *
- G Method of Demonstrating Proficiency in Language Other than English **

Method of Demonstrating English Proficiency*

- 01 - English learner student meets the state proficient level on the ACCESS for ELs administered in any of grades 9-12.
- 02 - Student achieves a “meets” or “exceeds” level in ELA on the state academic assessment administered at the secondary level.
- 03 - Student obtains a composite score equivalent to Intermediate High or above (ACTFL proficiency levels) on the TOEFL, TOEIC or AAPPL or another standardized assessment meeting the requirements of 1.442(a)(1)(A)(iii) and either subsection (a)(1)(A)(i) or (ii), as applicable (including the ACT or SAT).
- 04 - English learner student meets the state level for part-time TBE placement on the ACCESS for ELs administered in any of grades 9-12.
- 05 - Student obtains a composite score equivalent to Intermediate Low or above (ACTFL proficiency levels) on the TOEFL, TOEIC or AAPPL or another standardized assessment meeting the requirements of 1.442(a)(1)(A)(iii) and either subsection (a)(1)(A)(i) or (ii), as applicable.
- 06 - ACT composite of 21 or above.
- 07 - Final ELA GPA of 3.0 or above with college credit.
- 08 - Final ELA GPA of 2.5 or above with college credit.
- 09 - Score of 5 on the AP English Language and Composition Exam.
- 10 - Score of 4 on AP English Language and Composition Exam.
- 11 - Score of 3 on the AP English Language and Composition Exam.

Method of Demonstrating Proficiency in Language Other than English**

- 01 - Student obtains a composite score equivalent to Intermediate High or above (ACTFL proficiency guidelines) on an assessment of reading, writing, listening and speaking in the target language that is accepted by ISBE (or in an assessment of reading in Latin that is accepted by ISBE).
- 02 - Student obtains a score equivalent to ACTFL Intermediate High level (meeting progress indicators for 12th grade set forth in the Standards for Learning American Sign Language (2014)) or above on an assessment of American Sign Language. The assessment must be designed according to research-based national or international standards for educational testing.
- 03 - Student demonstrates proficiency equivalent to ACTFL Intermediate High level or above in reading, writing, listening and speaking through the alternative evidence method.
- 04 - Student obtains a composite score equivalent to Intermediate Low or above (ACTFL proficiency guidelines) on an assessment of reading, writing, listening and speaking in the target language that is accepted by ISBE (or in an assessment of reading in Latin that is accepted by ISBE).
- 05 - Student obtains a score equivalent to ACTFL Intermediate Low or above on an assessment of American Sign Language. The assessment must be designed according to research-based national or international standards for educational testing.
- 06 - Student demonstrates proficiency equivalent to Intermediate Low or above (ACTFL proficiency guidelines) through the alternative evidence method.

Student ID	Name	Birth Date	Award	Language of Award	A	B	C	D	E	F	G
[REDACTED]	[REDACTED]	09/29/2005	Seal	Spanish	12	M	11	N	N	02	01
[REDACTED]	[REDACTED]	12/23/2004	Commendation	Spanish	12	F	16	N	N	02	04
[REDACTED]	[REDACTED]	03/13/2005	Seal	Spanish	12	F	13	N	N	02	01
[REDACTED]	[REDACTED]	08/05/2005	Commendation	French	12	F	11	N	N	02	04
[REDACTED]	[REDACTED]	02/05/2005	Commendation	German	12	M	13	N	N	02	04
[REDACTED]	[REDACTED]	10/28/2004	Commendation	Spanish	12	M	13	N	N	02	04
[REDACTED]	[REDACTED]	08/07/2005	Seal	Spanish	12	M	16	N	N	02	01
[REDACTED]	[REDACTED]	01/27/2005	Commendation	Spanish	12	F	13	N	N	02	04
[REDACTED]	[REDACTED]	12/01/2004	Commendation	French	12	F	13	N	N	02	04
[REDACTED]	[REDACTED]	02/11/2005	Seal	Spanish	12	F	13	N	N	02	01
[REDACTED]	[REDACTED]	07/03/2005	Seal	Spanish	12	F	13	N	N	02	01
[REDACTED]	[REDACTED]	07/03/2005	Seal	Mandarin (Chinese)	12	F	13	N	N	02	01
[REDACTED]	[REDACTED]	01/08/2005	Commendation	Spanish	12	M	13	N	N	02	04
[REDACTED]	[REDACTED]	10/04/2005	Seal	German	12	F	16	N	N	02	01
[REDACTED]	[REDACTED]	10/04/2005	Seal	French	12	F	16	N	N	02	01
[REDACTED]	[REDACTED]	10/17/2004	Seal	Spanish	12	M	16	N	N	02	01
[REDACTED]	[REDACTED]	10/31/2004	Seal	Spanish	12	F	16	N	N	02	01
[REDACTED]	[REDACTED]	10/31/2004	Seal	Polish	12	F	16	N	N	02	01
[REDACTED]	[REDACTED]	05/02/2005	Seal	Spanish	12	F	13	N	N	02	01
[REDACTED]	[REDACTED]	05/17/2005	Seal	Spanish	12	F	16	N	N	02	01
[REDACTED]	[REDACTED]	11/25/2004	Seal	Spanish	12	F	16	N	N	02	01
[REDACTED]	[REDACTED]	03/25/2005	Seal	Spanish	12	M	13	N	N	02	01

SUCCESS!