

Illinois State Seal of Biliteracy
District Administrative Requirements Checklist

√	Requirement	Description	Timeline
	Designation of Coordinator	Designate at least one individual to serve as district coordinator of the State Seal of Biliteracy program and include the individual's name and contact information in the notice sent to ISBE's Division of English Learners (DEL). The coordinator of the program must hold a professional educator license endorsed in an administrative area.	Prior to submission of the Notification of Participation
	Notification of Participation	Notify ISBE/DEL of the district's intent to participate <u>each year</u> using the Application and Projection Template .	October 1*
	Participation in Training	The coordinator must participate in the annual training webinar . The coordinator should log on to the training as ISBE/DEL tracks participation.	Before awarding the Seal or Commendation
	Making Decisions about District's Program	<p>Determine how students will qualify for the award and what supports the district will provide.</p> <ul style="list-style-type: none"> - Will the district offer the Seal and Commendation or only the Seal? - What method(s) will the district use to qualify students? The standard assessment method? The alternative portfolio method? - In what language(s) other than English will students be able to demonstrate proficiency? - What assessments will the district use to determine student proficiency levels? - If the district uses the alternative portfolio method, what rubrics will be used to evaluate student work? - What supports (classes, test administration, etc.) will the district offer to students who want to earn the Seal/Commendation? - How will the district recognize students who earn the award? 	At the beginning of the school year, if possible, in order to facilitate student participation in the program
	Informing Families and Students about the Program	<p>Make the following information about the district's State Seal of Biliteracy program available to families and students by posting it on the district's website, if the district maintains a website, and including it in the student handbook:</p> <ul style="list-style-type: none"> - General information about the State Seal of Biliteracy program and the opportunity for students to participate; - A description of the process a student may use to demonstrate proficiency in the language other than English, including details about any alternative evidence that may be required; - An estimate of the costs, if known, that students might 	At the beginning of the school year, if possible, in order to facilitate student participation in the program

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	(Continued)	<p>incur to demonstrate proficiency;</p> <ul style="list-style-type: none"> - The name and contact information for the coordinator of the program. 	
	Creating the Seal or Commendation Itself	Participating districts receive the electronic image of the Seal and Commendation. The district must make arrangements to print the Seal/Commendation on the student's diploma or create a sticker or stamp that is placed on the diploma. The Seal/commendation, as well as the language of biliteracy, is to be included on the student transcript.	
	Identifying Students who Qualify for the Seal or Commendation	Students must meet the qualifications in both English and another language to earn the Seal or Commendation. The district may need to coordinate testing sessions and/or portfolio options for students seeking to qualify for the Seal. Districts should maintain documentation of how students qualified for these awards.	Students may meet requirements at any time during their high school enrollment.
	Awarding the Seal or Commendation	Place the designation of the Seal of Biliteracy or the Commendation toward Biliteracy on the diploma and include the required statement on the transcript of each qualifying student. ISBE/DEL provides the symbol for the diploma and the specific language for the transcript. The district is responsible for printing the symbol directly on the diploma or on a sticker or stamp that is affixed to the diploma.	Seal or Commendation is awarded to students upon graduation. Districts may give award after the students graduate if results of a test for qualification taken during high school are not available until then.
	Annual report	Submit an annual report to ISBE/DEL using the Reporting Form and the Report Data Template . The report includes a list of each student awarded the State Seal of Biliteracy or the State Commendation toward Biliteracy, world language or languages for which the State Seal of Biliteracy or State Commendation toward Biliteracy was awarded to the student, the method the student used to demonstrate proficiency, and whether the student was an English learner or former English learner in high school.	30 days after the end of the school year

*A district that makes the decision to participate after October 1 has to notify ISBE/DEL of its participation no later than 45 calendar days prior to the issuance of any State Seals or State Commendations. A school district notification sent to ISBE/DEL after October 1 must include evidence that the district has met all of the requirements for participation in the program. *A district that fails to submit the proper notification within the timeframes provided will be prohibited from awarding the State Seal and State Commendation for that school year.*