

Illinois State Seal of Biliteracy
Administrative Requirements Checklist
Public Districts

√	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 Multilingual Department. 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 the Multilingual Department of the district's intent to participate each year by completing the required application in the Student Information System (SIS). You will receive a confirmation that your application has been approved; this confirmation will include the official award graphics.	October 1 of each school year*
	Participation in Training	The coordinator must participate in the annual training webinar, which is posted each year on the Seal of Biliteracy webpage under "Public Districts Only." The coordinator should log on to the training as ISBE tracks participation.	Before awarding the Seal or Commendation
	Making Decisions about District's Program	Determine how students will qualify for the award and what supports the district will provide. <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	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 include it in the student handbook: <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 	At the beginning of the school year, if possible, in order to facilitate student participation in the program

		<p>English, including details about any alternative evidence that may be required;</p> <ul style="list-style-type: none"> - An estimate of the costs, if known, that students might incur to demonstrate proficiency; - The name and contact information for the coordinator of the program. 	
	Creating the Seal or Commendation Itself	<p>Participating districts will receive access to the official graphics for the Seal and Commendation after the application has been submitted. The district must make arrangements to print the required designation for the Seal/Commendation on the awarded students' diplomas and transcripts or create a sticker or stamp that is placed on these documents. The required designation must include the type of award and the targeted language(s) for which the award is being given.</p>	
	Identifying Students who Qualify for the Seal or Commendation	<p>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. The district will need to create a rubric to evaluate the work of students who use the portfolio method and will also need to work with an individual who is highly proficient in the target language to evaluate the rubric. Districts should maintain documentation of how all students qualified for these awards.</p>	<p>Students may meet requirements at any time during their high school enrollment.</p>
	Awarding the Seal or Commendation	<p>Place the designation for the Seal of Biliteracy or the Commendation toward Biliteracy on the diploma and transcript for each qualifying student. The district is responsible for printing the award designation directly on these documents or on a sticker or stamp to affix the designation.</p>	<p>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.</p>
	Annual report	<p>Submit an annual report to the Multilingual Department in SIS in the IWAS system. The report includes a list of each student who was awarded the State Seal or the State Commendation, the world language or languages the award(s) was given for, the method used to demonstrate proficiency, and whether the student was an English Learner or former English Learner in high school.</p>	<p>September 15, after graduation.</p>

*A district that makes the decision to participate after October 1 has to notify the Multilingual Department 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 the ISBE Multilingual Department 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.*