



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



<b>Planning Stage</b>	<p><b>Formation Seal of Biliteracy Committee:</b></p> <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>	<b>Aug-Sept</b>
	<p><b>Communication of the program:</b></p> <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>	<b>Sept-Oct</b>
<b>Recruitment Stage</b>	<p><b>Identification of the qualified cohorts and plan development:</b></p> <ul style="list-style-type: none"> <li>- Identify students who are qualified and interested in applying for t( ap)rBegin plans for student recogn</li> <li>- Identify potentiãcomplete the online</li> </ul>	
	<p><a href="#">School Notification Form</a> (by December 1)</p>	<b>Nov-Dec</b>
<b>Implementation Stage</b>	<p><b>Student application and scheduling an advisor:</b></p> <ul style="list-style-type: none"> <li>- Students submit applications</li> <li>- Match Seal candidates with advisors</li> </ul>	<b>Dec- Jan</b>
	<p><b>Student Evaluation:</b></p> <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>	<b>Jan-May</b>

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