

Seal of Biliteracy Checklist How to Guide

1. Open the link [World-Languages Standards](#), click the Excel document titled “State Seal of Biliteracy Evidence Checklist” to open it.
2. Uploading Eligibility Criteria for a Student receiving the Seal of Biliteracy:
 - *Complete each field for each student; no fields can be left blank.*
 - **District:** The reporting district state identification number, the format of this number must start with a “D” followed by four numbers, i.e. D0437.
 - **Building Number:** This is the unique number that has been assigned to the school building by the state. The format is a four-digit number only.
 - **Student ID Number:** The 10-digit State Student ID that is assigned in KIDS. All students must have valid ID numbers; the formatting is a 10-digit number.
 - **Student First Name:** The name given to the student at birth, baptism, during another naming ceremony, or through legal change. The formatting is alphabetical only.
 - **Student Last Name:** The name borne in common by members of the student's family. The formatting is alphabetical only.
 - **HS ELA Requirements (GPA):** Students have completed all English-language requirements for graduation with an overall grade point average of 2.0 or above in those classes for Gold, 3.0 GPA for Platinum.

District Number	School Name	Building Number	Student ID Number	Student First Name	Student Last Name	HS ELA Requirements (GPA)
D0437	WRHS	6532	xxxxxxxxx	Jane	Doe	3.00
D0501	Topeka High	8538	xxxxxxxxx	John	Doe	4.00

- **Validated Test Options for English:** The student will demonstrate English proficiency by completing English language arts requirements for high school graduation and by achieving a benchmark score on a validated test. An English learner must also meet the requirements to exit Title III services. All qualifying assessments must be taken during high school.
- **World Language Assessment Demonstrating Proficiency:** The student will demonstrate proficiency in a language other than English by achieving a benchmark score on one validated test that includes multiple modes, combinations to include all modes, or other assessments found by the state to demonstrate proficiency equivalent to ACTFL Intermediate Mid or ACTFL Advanced Low.

Validated Test Options for English (Page 7-Guidelines For KS Seal of Biliteracy)	World Language Assessment Demonstrating Proficiency (Page 8-Guidelines For KS Seal of Biliteracy)
Kansas - English Language Proficiency Assessment (grade 9-12)	Advanced Placement Language and Culture or Literature and Culture
Kansas high school English Language Arts Assessment (grade 10)	International Baccalaureate Language A Literature or Language and Literature Standard Level or Higher Level (SL or HL)

- **Other Language:** The language the student is proficient in other than English
- **Seal of Biliteracy Platinum and Gold:**
 - A student meeting all the requirements for a platinum level seal will receive a platinum seal.
 - A student meeting all the requirements for a gold level seal will receive a gold seal.
 - A student meeting two out of the three requirements for platinum with the other requirement at gold level will receive a platinum seal.
- **Graduation Year:** The year in which the students that are graduating are receiving their certificates = 2017

Other Language	Gold or Platinum	Graduation Year of students
German	Gold	2017
Spanish	Platinum	2017

4. Contact Information

- *The fields highlighted in yellow need to be filled out by the administrator whom KSDE will send the certificates back to via email. The administrator only has to fill out the contact information in the top row.*
- Name of administrator submitting: The first and Last name of the contact
- Phone Number of administrator submitting: The phone number for the contact if we need to reach them for any reason.
- Email of administrator submitting: The email address of the contact where we can email the certificates to once they are completed.

Name of Administrator	Phone Number of Administrator	Email of Administrator
Fred Flinstone	999-999-9999	Fflinstone@xxx.com

5. Sending Biliteracy Checklist document to KSDE:

- After you have entered all of your students, you will want to save your Excel file on your desktop.
- Next you will start an ENCRYPTED email to KSDE, the email address is sealofbiliteracy@ksde.org
- Attach the Biliteracy Checklist document that you saved on your desktop.
- Send the email