

Directions for Completing the Seal of Biliteracy Excel Spreadsheet

1. Open the link [Seal of Biliteracy](#), click the Excel document titled “State Seal of Biliteracy Candidate 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.*
 - *Do not enter information in all CAPS in any of the fields.*
 - **District:** The reporting district state identification number is a three-digit number. Do not enter D0 before the district number.
 - **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. Enter name as it should appear on the certificate.
 - **Student Last Name:** The family name which comes from the parents’ family name(s). Enter name as it should appear on the certificate. If you receive a certificate for a student whose name is spelled incorrectly, notify Regina Peszat so that a corrected certificate can be made.
 - **GPA in English Language Arts:** Average the previous two semesters of language arts courses (junior year, spring semester and senior year, fall semester ELA courses). A grade point average of 2.0 - 2.99 in those classes counts towards Gold, and 3.0, or higher, GPA for Platinum. Choose the GPA range from the dropdown menu by clicking at the right side of the box.

District Number (Only 3 digits)	School Name	Building Number	Student ID Number	Student First Name	Student Last Name	GPA in ELA (previous 2 semesters)
501	Topeka High	8538	(10-digit id number)	Arnold	Horshack	Dropdown choices, click to the right of this box

- **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. Choose the test from the dropdown menu by clicking at the right side of the box.

- **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, as determined by the state of Kansas Seal of Biliteracy Guidelines.

Validated Test Options for English (See the Guidelines on the Seal of Biliteracy website for a list of approved assessments)	World Language Assessment Demonstrating Proficiency (See the Guidelines on the Seal of Biliteracy website for a list of approved assessments)
There are dropdown arrows to the right with choices to select.	There are dropdown arrows to the right with choices to select.

- Intermediate Mid or ACTFL Advanced Low. Choose the test from the dropdown menu by
- **Other Language:** The language that the student is proficient in other than English. **Do not abbreviate the language or it will show up as abbreviated on the certificate and will need to be corrected.**
- **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 not meeting platinum in all of the requirements will receive a gold seal.
- **Graduation Year:** The year in which the students that are graduating are receiving their certificates = 2018

Other Language	Intermediate Gold or Advanced Platinum	Graduation Year of student
Pawnee	Excel will automatically calculate and fill in the appropriate level of award in this field.	2018

4. Contact Information

- *The fields highlighted in yellow need to be filled out by a district coordinator, a principal, or a superintendent. KSDE will send the certificates back to this person via email.*
- Name of district coordinator (or principal, or superintendent) submitting: The first and last name of the contact.
- Phone Number district coordinator (or principal, or superintendent) submitting: The phone number for the contact if we need to reach them for any reason.
- Email district coordinator (or principal, or superintendent): The email address of the contact where we can email the certificates to once they are completed.

Name of Teacher	Email of Teacher	Name of 2nd Contact (District Coordinator, Principal, Superintendent)	E-mail of 2nd Contact
Ms. Frizzle	vfrizzle@pbs.org	Mr. Super	supersup@usd700.org

5. Sending Biliteracy Candidate Checklist 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 a “Secure email” to KSDE, the email address is sealofbiliteracy@ksde.org
 - ✓ *If you have questions with regard to sending a “Secure email” please adhere to your local district's privacy guidelines when submitting the email.*
- Attach the “State Seal of Biliteracy Candidate Checklist” Excel spreadsheet that you saved on your desktop.
- Send the email to sealofbiliteracy@ksde.org with **“Secure email” in subject line.**
- If you have questions or need further assistance, contact Regina Peszat, rpeszat@ksde.org