

## Guidance for implementing the NYSSB in light of COVID-19 school closures

### **Q: Can schools award the NYSSB in the 2019-20 school year given the school closures?**

A: Yes. The [criteria to earn the Seal](#) (3 points in English; 3 points in a World Language) remains the same. So long as students are able to fulfill these requirements, schools may award the Seal.

### **Q: Should the Culminating Project Notification Form be submitted for the 2019-20 school year?**

A: No. In light of the school closures due to COVID-19, schools/districts are informed that the [Culminating Project Notification Form](#) does not need to be submitted at all for the 2019-20 school year. Furthermore, **no school visits will be scheduled** for OBEWL staff to attend student presentations for 2019-20.

### **Q: Can the culminating project presentations be conducted via video conference during or after school closures?**

A: Schools may choose to conduct Culminating Project Presentations between the students and the panel of interviewers via video conference. Students who are able to video conference for their presentations should use both audio and video whenever possible to best approximate the conditions of an “in-person presentation”. Seal of Biliteracy Coordinators should work with **all** Seal candidates to determine which students have access to the technology necessary to conduct virtual presentations and to identify the options available for those who do not.

### **Q: Can Seal candidates record their Culminating Project Presentations and then turn in the recorded video to the panel of interviewers for evaluation?**

A: No. Student presentations may not be recorded and then submitted as this does not allow for the spontaneous interaction with the panel following the presentation. In addition, recording a Culminating Project Presentation does not provide reasonable assurance that outside resources weren't used to enhance performance.

### **Q: Should the Seal Request Form / End-of-Year Data Form be submitted for the 2019-20 school year?**

A: Yes. Schools offering the NYSSB in 2019-20 are required to submit two forms:

- [Seal Request Form](#) (lists the number of Seals needed by the school and the contact information for the person to whom the Seals and medallions are to be sent);
- [End-of-Year Data Form](#) (lists each student's ID number, demographic data, and means by which they earned the required 6 points towards the Seal).

### **Q: Will the May 31st deadline to submit the Seal Request Form / End-of-Year Data Form be adjusted due to the school closures?**

A: The deadlines for all forms are used to create a manageable flow of documents, however, schools may turn in these forms after the deadline where circumstances necessitate this. Schools that have these forms ready on or before May 31st are encouraged to submit by the deadline. Schools that need an extension to submit these forms after the deadline will be granted the extra time needed. During the 1st

week in June of 2020, OBEWL will reach out to any schools offering the Seal that have not yet submitted these two forms to determine the new submission deadline in collaboration with the school.

**Q: Can a school receive the Seal stickers for diplomas and medallions without submitting the Seal Request Form and End-of-Year Data Form?**

A: No. In order for the Seal stickers and medallions to be sent, the Seal Request Form must be submitted online and the End-of-Year Data Form (Excel spreadsheet) must be received via email and the data verified by OBEWL. Seal of Biliteracy Coordinators requesting Seal stickers and medallions should keep in mind that the processing of these forms and subsequent mailing of stickers and medallions take approximately one week. Therefore, Seal of Biliteracy Coordinators should plan to submit these forms with a reasonable lead time.

**Q: When is the earliest that Seal stickers and medallions will be mailed?**

A: The Seals and medallions will be mailed starting May 15th after the receipt of the Seal Request Form and the verification of the End-of-Year Data Form.