



**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**REFERENCE GUIDE**

**TITLE:** Guidelines for Issuing the California Department of Education State Seal of Biliteracy and L.A. Unified Seal of Biliteracy Awards for the 2019-2020 School Year

**NUMBER:** REF-5306.9

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 Division of Instruction

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 Multilingual and Multicultural Education  
 Department

**ROUTING**

- Local District Superintendents
- Administrators of Instruction
- Community of Schools Admin. Directors
- Counseling Coordinators
- EL Coord., School Sites
- Principals
- Assistant Principals
- Assistant Principals, SCS
- EL Designees
- Secondary Counselors
- English Department Chairs
- World Languages and Cultures Department Chairs
- UTLA Chapter Chairs

**DATE:** December 6, 2019

**PURPOSE:** The purpose of this Reference Guide is to provide updated guidelines for the 2019-2020 school year for the issuance of 1) California Department of Education (CDE) State Seal of Biliteracy; and 2) L.A. Unified Seal of Biliteracy.

The CDE State Seal of Biliteracy (SSB) requirements, codified in California *Education Code (EC)* sections 51460–51464 in 2012, was recently amended by Assembly Bill (AB)1142. The SSB provides recognition to high school students who have demonstrated proficiency in speaking, reading, and writing in one or more languages in addition to English.

Since the 2010-2011 school year, the L.A. Unified Seal of Biliteracy has been presented annually to L.A. Unified students in grade 12 who demonstrate excellence in English and in a Language Other Than English (LOTE). With the introduction of AB815 in the 2012-2013 school year, the “CDE State Seal of Biliteracy” was added to the District’s Biliteracy Awards Initiative for 12<sup>th</sup> grade.

These awards build upon the rich linguistic and cultural assets of the District’s students and communicate that the mastery of English and other World Languages is an important skill that is advantageous in an ever-growing, interconnected global society.



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### MAJOR CHANGES:

This reference guide replaces REF-5306.8, *Guidelines for Implementation of the LAUSD Seal of Biliteracy Award, and CDE State Seal of Biliteracy for the 2018-2019 School Year*, dated January 31, 2019.

The information has been revised to reflect the following:

- The Student Application form is found in the CDE Seal of Biliteracy Schoology group: *High School L.A. Unified and CDE Biliteracy Seal Awards*. The group access code is 2QJK9-FC3Q3. This application is only required for students who want to self-nominate. The application form is to be used to capture students whose primary language is not taught in schools.
- L.A. Unified Seal of Biliteracy only: The Smarter Balanced Assessment (SBA) is now considered one of three ways to qualify students for the ELA requirement. The ELA GPA coursework, test scores in advanced ELA assessments (e.g., AP, SAT), as well as teacher recommendation, can be used to qualify students who did not meet the SBA requirement in ELA (e.g., an EL student who reclassified in 10<sup>th</sup> grade and skipped 11<sup>th</sup> grade without taking the SBA, may now qualify for L.A. Unified Seal of Biliteracy).
- Foreign transcripts with 3+ years of formal instruction in grade 6 or higher, with a grade of “B” or higher in language arts coursework in target language, may be used to qualify students for the CDE State Seal of Biliteracy if deemed to be equivalent to 4 years LOTE coursework.
- Teachers may administer the L.A. Unified Oral Proficiency Assessment or certify to the State Superintendent of Public Instruction (via the District) that the test they are administering meets the rigor of a four-year course of study in that language and send a copy of the examination to the World Languages and Cultures Department in the L.A. Unified School District.

### INSTRUCTIONS: HIGH SCHOOL CDE STATE AND L.A. UNIFIED SEALS OF BILITERACY

Students in grade 12 are eligible to receive two distinct Seal of Biliteracy awards, CDE State Seal of Biliteracy and L.A. Unified Seal of Biliteracy (refer to Attachment A for a comparative overview). The following guidelines are provided to help schools issue the CDE State Seal of Biliteracy and L.A. Unified Seal of Biliteracy:

#### A. Establishment of a Biliteracy Award Committee (BAC)

Each site establishes a BAC to issue the CDE State Seal and L.A. Unified Seal of Biliteracy. A BAC in high school includes, but is not limited to: English teachers, LOTE teachers, department chairpersons, counselors, college counselors, school site coordinators, site administrator or designee.

BACs are led by a key committee member who also serves as the point-of-contact with the World Languages and Cultures Office, and provides support to the committee. After the BAC’s point-of-contact person is identified at the



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school site, required forms and supplementary documents should be accessed in the Schoology group.

The school-site BAC's responsibilities include the following:

- a. Observe the key dates for program implementation listed on the 2019-2020 Implementation Calendar (Schoology group).
- b. Disseminate information on the CDE State Seal of Biliteracy and L.A. Unified Seal of Biliteracy to students, parents, and teachers.
- c. For students who have not been identified as potential candidates using available data (e.g. new students, students seeking the award for a language that is not taught at their school), assist them in self-nominating using the Student Application.
- d. Verify that students' eligibility (CDE and L.A. Unified) has been met.
- e. Email the respective forms/rosters listing the students identified to receive the CDE State Seal of Biliteracy to Nada Shaath, Specialist, World Languages and Cultures, [nada.shaath@lausd.net](mailto:nada.shaath@lausd.net) by March 27, 2020.
- f. Record award recognition on student transcripts in MiSiS by June 5, 2020.
- g. Designate appropriate school staff to affix self-adhesive seals on student diplomas by June 12, 2020.
- h. Include a L.A. Unified Seal of Biliteracy Award and CDE State Seal of Biliteracy recognition in an appropriate public ceremony (e.g., graduation ceremony, printed graduation program, senior dinner, senior awards ceremony, etc.) to recognize award recipients.

### Identification and Verification of Eligible Students

#### 1. Verification of Eligibility for the CDE State Seal of Biliteracy

The BAC reviews student applications to verify that the following eligibility requirements for the CDE State Seal of Biliteracy are met:

- a. Proficiency in English demonstrated through:
  - i. Score of "Meets the Standard" or "Standard Exceeded" on student's SBA exam in ELA taken in 11<sup>th</sup> grade and



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- ii. Completion of all ELA requirements for graduation with an overall coursework GPA of 2.0 or higher.
- b. Proficiency in a LOTE demonstrated through one of the following:
- i. Completion of a four-year course of study in LOTE with an overall coursework GPA of 3.0 or higher, and oral proficiency in the language comparable to that required to pass an AP (3+) or International Baccalaureate (4+). If teachers do not have a ready-made Oral Proficiency Assessment, they may access the District Assessment through the Schoology group.
  - ii. A score of “3” or higher on an AP LOTE exam, or
  - iii. A score of “4” or higher on an International Baccalaureate examination, or
  - iv. A score of “600” or higher on a SAT Subject Test in LOTE.
  - v. When no off-the-shelf examination exists (e.g., AP, SAT) for a particular language and a school uses its own language test, the school must certify to the State Superintendent of Public Instruction (via the District) that the test meets the rigor of a four-year course of study in that language and send a copy of the examination to the World Language and Cultures Department in L.A. Unified School District.

A pupil seeking to qualify for the CDE State Seal of Biliteracy through a language that is not characterized by listening, speaking, or reading, or for which there is no written system, shall pass an assessment on the modalities that characterize communication in that language at the proficient level. This requirement is applicable, but not limited, to American Sign Language (ASL).

- vi. Certification by the Principal or designee (Attachment B): If proficiency in a LOTE cannot be effectively verified by any of the other means above, the student must provide another form of evidence of proficiency. Evidence may vary from one student to another and may be in the form of an assessment score report from a college/university; a statement from a consulate or language/cultural organization on their official stationery; or an interview with a staff or community member who is fully proficient in the LOTE. A copy of the student’s evidence of proficiency attached to a signed Certification by Principal form is required for each student who is qualified by the school based on this criterion.



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- c. If the student's primary language classification is English Learner (EL), the student must also achieve a level demonstrating English proficiency on the English Language Proficiency Assessment for California (ELPAC).
2. Verification of eligibility for the L.A. Unified Seal of Biliteracy

The BAC reviews student applications to verify that the following eligibility requirements for L.A. Unified Seal of Biliteracy are met:

- a. Proficiency in English demonstrated through one of the following:
  - i. Score of "Standard Met" or "Standard Exceeded" on student's SBA exam in 11<sup>th</sup> grade ELA and fulfillment of ELA graduation requirements with an overall coursework GPA of 2.0 or higher in those courses.
  - ii. Score of "3" or higher on an Advanced Placement (AP) English Language or Literature examination.
  - iii. Strong letter of recommendation from the student's ELA teacher may be considered on a case-by-case basis. Teacher recommendation template can be found in the resources section of the Schoology group.
- b. Proficiency in a LOTE demonstrated through one of the following:
  - i. Completion of four years, or what is equivalent to a high school level World Languages and Cultures coursework with 3.0 coursework GPA or higher.
  - ii. Score of "3" or higher on an AP LOTE examination.
  - iii. Score of "4" or higher on an IB Language B examination.
  - iv. Score of "600" or higher on SAT Subject Test in LOTE.
  - v. Official transcripts from a foreign school showing completion of at least three years (not necessarily consecutive) of formal instruction in 6<sup>th</sup> grade or beyond in a LOTE, with the equivalent of B or higher in language arts coursework.
  - vi. Certification by the principal or designee.

If proficiency in a LOTE cannot be effectively verified by any of the other means above, the student must provide another form of



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evidence of proficiency. Evidence may vary from one student to another and may be in the form of:

- An assessment scores report from a college or university
- A statement on official stationery from a consulate or language/cultural organization
- An interview with a staff or community member who is fully proficient in the LOTE

A copy of the student's evidence of proficiency attached to a signed Certification by Principal form is required for each student who is qualified by the school based on this criterion.

### B. Submission of Student Nomination Forms

The BAC point-of-contact submits the Student Nomination Forms via email to Nada Shaath, [nada.shaath@lausd.net](mailto:nada.shaath@lausd.net) by March 27, 2020. The World Languages and Cultures office will submit the insignia request to the CDE office on behalf of all schools. Faxes and roster PDFs are not accepted and will be returned, thus delaying processing and delivery of awards materials to the school site.

### C. Presentation of Awards to Students

1. After the BAC point-of-contact has submitted the Student Nomination Forms to the World Languages and Cultures office, notify award recipients and arrange for students to be recognized in an appropriate ceremony (e.g., graduation, senior dinner, senior awards ceremony), including a special mention in the graduation ceremony program.
2. Students receiving the CDE State Seal of Biliteracy and L.A. Unified Seal should wear their honor cords during the graduation ceremony.

### D. Recording Student Recognition of the CDE State and the L.A. Unified Seals of Biliteracy on Electronic Transcripts:

1. The BAC will designate appropriate staff to enter student recognition of the CDE State and L.A. Unified Seals of Biliteracy on students' electronic transcripts.
2. Refer to MiSiS Job Aid "Entering Biliteracy Seal Awards Information in the Transcript Screen."



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### PROFESSIONAL DEVELOPMENT AND MATERIALS

Upon request, professional development to support issuance of the CDE State and L.A. Unified Seals of Biliteracy is available to schools.

The following forms for the CDE State and L.A. Unified Seals of Biliteracy are available upon request and in the Schoology group:

- L.A. Unified Seal of Biliteracy Award Student Application Form
- L.A. Unified Seal of Biliteracy Award Student Nomination Roster
- L.A. Unified Seal of Biliteracy Award Certification by Principal Form
- CDE State Seal of Biliteracy Student Application Form
- CDE State Seal of Biliteracy Student Nomination Roster

**AUTHORITY:** This is a policy of L.A. Unified School District in alignment with the following Board Resolutions:

- June 20, 2017 - *Establishing a Commitment to Biliteracy for All*
- June 13, 2018 - *Realizing the Promise for All: Close the Gap by 2023* Stating in part: *Prepare all English Learners and students enrolled in Dual Language programs since kindergarten or first grade to receive Seals of Biliteracy by grades 5, 8 or 12.*

### RELATED RESOURCES:

California Department of Education State Seal of Biliteracy  
<https://www.cde.ca.gov/sp/el/er/sealofbiliteracy.asp>

California World Language and Cultures Standards  
<https://www.cde.ca.gov/be/st/ss/worldlanguage.asp>

Multilingual Program Discerption  
<https://www.cde.ca.gov/sp/el/er/multilingualedu.asp>

California World Languages Framework Guidelines  
<https://www.cde.ca.gov/ci/fl/cf/wlfguidelines.asp>

L.A. Unified Biliteracy Awards  
<https://achieve.lausd.net/Page/212#spn-content>

**ASSISTANCE:** For assistance or additional information, as well as all submissions, please contact Nada Shaath, Specialist at [nada.shaath@lausd.net](mailto:nada.shaath@lausd.net) or Dr. Jina Kim, Coordinator, World Languages and Cultures at [jina.kim@lausd.net](mailto:jina.kim@lausd.net) or (213) 241-5582.



**CDE STATE and L.A. UNIFIED SEAL OF BILITERACY  
REQUIREMENTS**

CDE STATE SEAL OF BILITERACY	L.A. UNIFIED SEAL OF BILITERACY
<p><b><u>PROFICIENCY IN ENGLISH</u></b></p> <ul style="list-style-type: none"> <li>• “Meet Standard” or “Standard Exceeded” on 11<sup>th</sup> grade SBA (ELA)</li> </ul> <p style="text-align: center;"><b><u>AND</u></b></p> <ul style="list-style-type: none"> <li>• Completion of all ELA graduation “b” requirements, with 2.0+ coursework GPA</li> </ul> <p><b><u>PROFICIENCY IN LOTE</u></b></p> <ul style="list-style-type: none"> <li>• Completion of 4 years HS level World Language and Cultures coursework with 3.0+ coursework GPA, AND oral proficiency comparable to that required to pass AP or IB exam, OR</li> <li>• 3+ score on any AP LOTE exam, OR</li> <li>• 600+ score on SAT Subject Test in LOTE, OR</li> <li>• 4+ in High Level (HL) and 5+ in Standard Level (SL) score on International Baccalaureate Language B assessment</li> <li>• Official foreign transcripts with 3+ years of formal instruction in grade 6 or higher, grade of “B” or higher in language arts coursework in target language</li> </ul>	<p><b><u>PROFICIENCY IN ENGLISH</u></b></p> <ul style="list-style-type: none"> <li>• “Meets Standard” or “Exceeds Standard” on 11<sup>th</sup> grade SBA (ELA)</li> </ul> <p style="text-align: center;"><b><u>AND</u></b></p> <ul style="list-style-type: none"> <li>• Completion of all ELA graduation “b” requirements with 2.0+ coursework GPA, OR</li> <li>• 3+ score on AP English Language or Literature exam, OR</li> <li>• ELA teacher recommendation</li> </ul> <p><b><u>PROFICIENCY IN LOTE</u></b></p> <ul style="list-style-type: none"> <li>• Completion of 4 years HS level World Language and Cultures coursework with 3.0+ coursework GPA, OR</li> <li>• 3+ score on any AP LOTE exam, OR</li> <li>• 600+ score on SAT Subject Test in LOTE, OR</li> <li>• 4+ in High Level (HL) and 5+ in Standard Level (SL) scores on International Baccalaureate Language B assessment</li> <li>• Official foreign transcripts with 3+ years of formal instruction in grade 6 or higher, grade of “B” or higher in language arts coursework in target language</li> </ul> <p style="text-align: center;"><b>If Student’s Primary Language is Other Than English:</b></p> <p>“Early Advanced” proficiency in English on the California English Language Development Test (CELDT) <b>or</b> a level demonstrating English proficiency on the English Language Proficiency Assessment for California (ELPAC)</p>
<p style="text-align: center;">Submit CDE California and/or L.A. Unified Student’s Roster, via email, to World Languages and Cultures office, to Nada Shaath, Specialist, World Languages and Cultures, at <a href="mailto:nada.shaath@lausd.net">nada.shaath@lausd.net</a> or (213) 241-2098</p>	



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ATTACHMENT B

**CDE STATE and L.A. UNIFIED SEAL OF BILITERACY  
PRINCIPAL CERTIFICATION FORM  
2019- 2020**

Students may qualify for the CDE Seal of Biliteracy and L.A. Unified Awards via Certification by Principal. This certification is given when no off-the-shelf examination or coursework exists for a given language (e.g., Amharic, and Swahili) and students cannot qualify through the established criteria for commonly-taught languages. Students should show evidence of demonstrating proficiency in listening, speaking, reading, and writing, at a minimum of Intermediate Low on the American Council of Teaching Foreign Language (ACTFL) Proficiency Guidelines.

School Personnel: For students to qualify via Certification by Principal, please complete this form and attach evidence of proficiency for students listed on your CDE Seal of Biliteracy and L.A. Unified Student Nomination Roster. The following are some examples of evidence of proficiency:

- Letter from an organization or institution that promotes the student’s language (language school, or consulate) verifying student proficiency at a minimum of Intermediate low level on official letterhead.
- Test results/report and materials from a learning institution on official letterhead (e.g., community college, language school).
- Results and materials from locally-administered assessments, on official letterhead.

The Principal or designee certifies that the following students met the established criteria to receive a CDE Seal and/or L.A. Unified Seal of Biliteracy.

<b>Student Name</b>	<b>Language</b>	<b>Evidence Attached</b>
Josie Petrossian	Amharic	Letter from Armenian Heritage Language School

\_\_\_\_\_  
Principal’s Name (Print):

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Principal’s Designee, if applicable: Name/Title

Please send via School Mail to: Beaudry Bldg., 25<sup>th</sup> Fl., MMED, Attn. Nada Shaath