



LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

TITLE: Guidelines for Issuing the L.A. Unified Seal of Biliteracy Awards and the California Department of Education State Seal of Biliteracy for the 2018-2019 School Year

NUMBER: REF-5306.8

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ROUTING
 Local District
 Superintendents
 Administrators of Instruction
 Directors
 Counseling Coordinators
 EL Coordinators
 School Site
 Principals
 Assistant Principals
 Assistant Principals, SCS
 EL Designee
 Secondary Counselors
 English Department Chairs
 World Languages and Cultures Department
 Chairs
 UTLA Chapter Chairs

PURPOSE: The purpose of this Reference Guide is to provide updated guidelines for the 2018-2019 school year for the issuance of 1) the L.A. Unified Seal of Biliteracy Award; and 2) the California Department of Education (CDE) State Seal of Biliteracy.

Since the 2010-2011 school year, the LAUSD Seal of Biliteracy Award awards have 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 “State Seal of Biliteracy” was added to the District’s Biliteracy Awards Initiative for 12th 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.

MAJOR CHANGES: This reference guide replaces REF-5306.7, *Guidelines for Implementation of the LAUSD Seal of Biliteracy Award, and State Seal of Biliteracy for the 2017-2018 School Year*, dated February 27, 2018.

The information has been revised to reflect the following:

- Key dates SY 2018- 2019 for program implementation



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- Updated procedures to confirm oral proficiency level for students seeking State Seal of Biliteracy through completion of four years of LOTE coursework.
- For the CDE State Seal of Biliteracy, English Learners (ELs) have the opportunity to demonstrate English language proficiency using the English Language Proficiency Assessments for California (ELPAC) in lieu of California English Language Development Test (CELDT)

INSTRUCTIONS I. HIGH SCHOOL (GRADE 12): L.A. UNIFIED SEAL OF BILITERACY AWARD AND CDE STATE SEAL OF BILITERACY

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

A. Establishment of a Biliteracy Award Committee (BAC)

Each site establishes a BAC to issue the L.A. Unified and CDE State Seals of Biliteracy. A BAC in high school includes, but is not limited to, teachers of English, teachers of LOTE, department chairpersons, counselors, school site coordinators, and a 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 point of contact person is identified at the school site, required forms and supplementary documents should be accessed from Schoology group, High School L.A. Unified and CDE Biliteracy Seal Awards, using access code 2QJK9-FC3Q3

1. The school-site BAC's responsibilities include the following:
 - a. Observe the key dates for program implementation listed on the 2018-2019 Implementation Calendar, Attachment C using Schoology access code 2QJK9-FC3Q3
 - b. Disseminate information on the L.A. Unified Seal of Biliteracy Awards and the CDE State 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 that school), assist them in self-nomination using the Student Application



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- d. Verify that students' eligibility (L.A. Unified and CDE) has been met
- e. Email the respective forms/rosters listing the students identified to receive the L.A. Unified Seal of Biliteracy Award and/or State Seal of Biliteracy to Nada Shaath, Specialist, World Languages and Cultures, nada.shaath@lausd.net, to obtain honor cords along with L.A. Unified and/or State Seals of Biliteracy (refer to Attachment C)
- f. Record award recognition on student transcripts in MiSiS
- g. Designate appropriate school staff to affix self-adhesive seals on student diplomas
- h. Include a LAUSD 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

B. Identification and Verification of Eligible Students

1. Verification of Eligibility Criteria for the L.A. Unified Seal of Biliteracy

The BAC reviews student applications to verify that the following eligibility requirements for the 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 11th grade English Language Arts (ELA) and fulfillment of ELA graduation requirements with an overall coursework GPA of 2.0 or higher in those courses or
 - ii. Score of "3" or higher on an Advanced Placement (AP) English Language or Literature examination, or
 - iii. Strong recommendation from the student's ELA teacher may be considered on a case-by-case basis



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- b. Proficiency in a LOTE demonstrated through ONE of the following:
- i. Completion of four years, or their equivalent, of high school level World Languages and Cultures coursework with 3.0 coursework GPA or higher, or
 - ii. Score of “3” or higher on an AP LOTE examination, or
 - iii. Score of “600” or higher on a SAT Subject Test in LOTE, or
 - iv. Official transcripts from a foreign school showing completion of at least three years (not necessarily consecutive) of formal instruction in grade six or beyond in a LOTE, with the equivalent of B or higher in language arts coursework in LOTE, or
 - v. Certification by the principal or designee (Attachment D)- 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 form of an assessment score report from college/university; a statement from a consulate or language/cultural organization on their official stationary; 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. These should be sent to Nada Shaath, MMED, Beaudry Building, 25th Floor via school mail or to nada.shaath@lausd.net (refer to Attachment C)

2. 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:



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- a. Proficiency in English demonstrated through both:
 - i. Score of “Meets the Standard” or “Standard Exceeded” on student’s SBAC exam in ELA taken in 11th grade, and
 - ii. Completion of all English Language Arts 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 (IB) (IB High Level (HL) 4+, or Standard Level (SL) of 5+). Oral Proficiency Assessment may be accessed through the Schoology group: L.A. Unified Seal of Biliteracy and CDE State Seal of Biliteracy SY 2018-2019
 - 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 (e.g., AP, SAT Test) exists 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 tests meets the rigor of a four-year course of study in that language and send a copy of the examination to the school district. A pupil seeking to qualify for 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 is applicable, but not limited, to American Sign Language (ASL)



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- vi. When off-the-shelf examinations (e.g., AP, SAT II) are available for a particular language and a school chooses to use its own language test, the test must meet the rigor of a four-year course of study in that world language and be approved by the State Superintendent of Public Instruction (schools must send a copy of the language test to the school district).
 - vii. Certification by the principal or designee (Attachment D): 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 form of an assessment score report from college/university; a statement from a consulate or language/cultural organization on their official stationary; 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. These documents should be sent to Nada Shaath, MMED, Beaudry Building, 25th Floor via school mail or to nada.shaath@lausd.net by 3/25/2019.
- c. If the student's primary language classification is Limited English Proficiency (LEP) or EL, the student must also achieve a level demonstrating English proficiency on the English Language Proficiency Assessment for California (ELPAC).

C. Submission of Student Nomination Forms

The BAC submits the L.A. Unified and CDE State Seal of Biliteracy Student Nomination Form via email to Nada Shaath, nada.shaath@lausd.net by the due date indicated on the 2018-2019 Implementation Calendar (Attachment C). The World Languages and Cultures office will submit the insignia request to the CDE office on behalf of all schools.

Note: Faxes and roster PDFs are not accepted and will be returned, thus delaying processing and delivering awards materials to the school site.



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D. Presentation of Awards to Students

1. After the BAC has submitted the Student Nomination Forms to the World Languages and Cultures office, it must 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 L.A. Unified and CDE State Seal of Biliteracy Awards should wear their honor cords during the graduation ceremony.

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

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

III. PROFESSIONAL DEVELOPMENT AND MATERIALS

A. Professional Development

Upon school request, professional development to support issuing of the L.A. Unified and CDE Seal of Biliteracy Awards is available to schools. Contact Nada Shaath at nada.shaath@lausd.net or (213) 241- 2098.

- B. Forms for the L.A. UNIFIED Seal of Biliteracy and the CDE California State Seal of Biliteracy are available upon request and in the Schoology group High School L.A. Unified and CDE Biliteracy Seal Award use access code 2QJK9-FC3Q3 (refer to Attachment B for login directions) to join the 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 California State Seal of Biliteracy Student Application Form
- CDE California State Seal of Biliteracy Student Nomination Roster



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RELATED RESOURCES: [CDE Recommended Literature](#) Reading and Language Arts for suggestions of titles in Chinese, English, Filipino, Hmong, Spanish, and Vietnamese

[California Content English Language Arts Standards](#): Range, Quality, and Complexity – Range of Text Types 6-12

L.A. Unified Biliteracy Awards [website](#)

ASSISTANCE: For assistance or additional information, please contact Nada Shaath, Specialist at nada.shaath@lausd.net or Jina Kim Qvale, Coordinator, World Languages and Cultures at jxk5501@lausd.net or (213) 241-1000.



**STATE and LA. UNIFIED SEAL OF BILITERACY
REQUIREMENTS**

LAUSD SEAL OF BILITERACY	STATE SEAL OF BILITERACY
<p style="text-align: center;"><u>PROFICIENCY IN ENGLISH</u></p> <ul style="list-style-type: none"> • “Meets Standard” or “Exceeds Standard” on 11th grade SBA (ELA) <p style="text-align: center;"><u>AND</u></p> <ul style="list-style-type: none"> • Completion of all ELA graduation “b” requirements with 2.0+ coursework GPA, OR • 3+ score on AP English Language or Literature exam, OR • ELA teacher recommendation <p style="text-align: center;"><u>PROFICIENCY IN LOTE</u></p> <ul style="list-style-type: none"> • Completion of 4 years HS level World Language and Cultures coursework with 3.0+ coursework GPA, OR • 3+ score on any AP LOTE exam, OR • 600+ score on SAT Subject Test in LOTE, OR • 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 	<p style="text-align: center;"><u>PROFICIENCY IN ENGLISH</u></p> <ul style="list-style-type: none"> • “Meet Standard” or “Standard Exceeded” on 11th grade SBA (ELA) <p style="text-align: center;"><u>AND</u></p> <ul style="list-style-type: none"> • Completion of all ELA graduation “b” requirements, with 2.0+ coursework GPA <p style="text-align: center;"><u>PROFICIENCY IN LOTE</u></p> <ul style="list-style-type: none"> • 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 • 3+ score on any AP LOTE exam, OR • 600+ score on SAT Subject Test in LOTE, OR • 4+ in High Level (HL) and 5+ in Standard Level (SL) score on International Baccalaureate exam <p style="text-align: center;">If Student’s Primary Language is Other Than English: “Early Advanced” proficiency in English on the California English Language Development Test (CELDT) or a level demonstrating English proficiency on the English Language Proficiency Assessment for California (ELPAC)</p>
<p style="text-align: center;">Submit LAUSD and/or CDE California Student Nomination Roster, via email, to World Languages and Cultures office. For assistance or further information, please contact Nada Shaath, Specialist, World Languages and Cultures, at nada.shaath@lausd.net or (213) 241-2098.</p>	



DIRECTIONS TO ACCESS FORMS THROUGH SCHOOLOGY

- Log onto Schoology at <https://lms.lausd.net/> using your Single Sign-on
- Click on “Groups,” select “Join”
- Enter course access code 2QJK9-FC3Q3
(High School LAUSD and CDE Biliteracy Seal Awards)
- Access “Resources” by selecting the “Resources” link on the Group main page
- For more support, please visit the Personalized Learning Systems main page at <https://achieve.lausd.net/pls#spn-content>



**L.A. UNIFIED SEAL OF BILITERACY and CDE
STATE SEAL OF BILITERACY 2018-2019
IMPLEMENTATION CALENDAR**

Below are key dates to guide schools in the issuing of the L.A. Unified Biliteracy Awards in the 2018-2019 school year. Every effort was made to avoid conflicts with this year’s testing schedule. Following these dates will help ensure delivery of awards to the school site within the indicated window. If you must alter dates from this calendar to meet your school’s specific needs, please email: Nada Shaath, Specialist, World Languages and Cultures at nada.shaath@lausd.net or (213) 241-2098.

Due no later than:	Task
Determined by school	Student applications due to school site Biliteracy Awards Committee.
Due 3/25/2019	L.A. Unified Seal of Biliteracy Award and/or CDE State Seal of Biliteracy Student Nomination Rosters due to nada.shaath@lausd.net .
Beginning on 5/6/2019	Awards sent to schools via school mail.

For assistance or further information, please contact Nada Shaath, Specialist, World Languages and Cultures, at nada.shaath@lausd.net or (213) 241-4517.



**LAUSD AND CDE STATE SEAL OF BILITERACY
AWARDS 2018- 2019
CERTIFICATION BY PRINCIPAL FORM**

Students may qualify for the LAUSD and CDE Seal of Biliteracy 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: Please complete this form and attach evidence of proficiency for students listed on your LAUSD and CDE Seal of Biliteracy Student Nomination Roster who qualify via Certification by Principal. It is the student’s responsibility to provide evidence of proficiency to the principal or his/her designee. The following are some examples of evidence of proficiency:

- Letter from an organization or institution that promotes the student’s language (church, language school, and 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 meet the established criteria to receive a LAUSD and CDE Seal of Biliteracy Awards.

Student Name	Language	Evidence Attached
(Example: Josie Petrossian)	(Example: Amharic)	(Example: Letter from Armenian Heritage)

Principal’s Name (Print):

Signature

Principal’s Designee, if applicable: Name/Title

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