**Checklist for Implementing the Massachusetts State Seal of Biliteracy**

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| **FALL** | * Identify a Seal of Biliteracy coordinator in your district. * **Enroll in the State Seal of Biliteracy Program in WBMS in the Security Portal (initial year only).** * **Alert all students and parents to your participation in the State Seal of Biliteracy.** A sample notification is available on the website. * Register for and attend fall webinar – Preparing for the Seal of Biliteracy. * Identify students who may wish to take a world language assessment for the Seal of Biliteracy:   + English Learners/Former English Learners,   + World Language students,   + Dual language students,   + Heritage language students, and   + Students with a language other than English listed on Home Language Survey, and   + Other students who indicate language skills and an interest in earning the Seal. * Offer MCAS ELA Retests to juniors or seniors who did not meet the MCAS requirements their sophomore year. * Identify the students and languages you will need to assess this year. * Identify appropriate, approved assessments (including alternative assessments) and assessment vendors and/or portfolio raters. |
| **WINTER- SPRING** | * Register for and attend webinar – Assessing for the Seal of Biliteracy. * Develop a world language assessment plan. * Offer MCAS ELA Retests to juniors or seniors who have not yet met the English criteria for the State Seal of Biliteracy. * **Assess for proficiency in one or more world languages** to qualify students to meet the world language criteria for the Seal. * **Administer Grade 10 ELA MCAS** to qualify students to meet the English criteria for the Seal. * **Keep records of student scores.** |
| **SPRING** | * When assessment scores are returned, fill out the Seal of Biliteracy Voluntary Data Report. * Retrieve Seal of Biliteracy and/or Seal of Biliteracy with Distinction insignia(s) from WBMS in the Security Portal. * **Affix the insignia to students’ diploma and/or transcript.** The Department recommends that district include on the transcript the level of distinction and the language(s) in which the Seal is earned. * **Report Seal of Biliteracy Data in SIMS.** |

**Bold text** = legal requirement for the Seal of Biliteracy.

Email [MAStateSealofBiliteracy@mass.gov](mailto:MAStateSealofBiliteracy@mass.gov) with any questions.