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

Email MAStateSealofBiliteracy@mass.gov with any questions.