Checklist for Implementing the Massachusetts State Seal of Biliteracy

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:
	    o English Learners/Former English Learners,
	    o World Language students,
	    o Dual language students,
	    o Heritage language students, and
	    o Students with a language other than English listed on Home Language Survey, and
	    o 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 with any questions.