District Seal of Biliteracy Notification Form

Directions:

Alaska school districts will use this form to notify the Alaska Department of Education & Early Development (DEED) of their intent to offer the Alaska Seal of Biliteracy to students in their district. Please submit this for in each year that your district intends to offer the Alaska Seal of Biliteracy by no later than December 1st.

Submit this form electronically to:

Sondra Meredith at sondra.meredith@alaska.gov

Please place the form name and district in the email subject heading:

Seal of Biliteracy, <insert name of District>

# District Assurance

*Our district recognizes that committing to this process requires that we agree:*

1. to develop a written policy regarding the awarding of the Seal of Biliteracy,
2. to the criteria set by DEED, and
3. to deliver program data and information pertaining to the Seal of Biliteracy program to DEED via the Seal of Biliteracy Annual Reporting Form no later than June 30 each year.

## Superintendent/Chief Administrative Officer or designee electronic signature.

By entering your name below, you are signing this form electronically. You agree that your electronic signature is the legal equivalent of your manual signature on this form.

District: Click or tap here to enter text.

Email: Click or tap here to enter text.

Name: Click or tap here to enter text. Title: Click or tap here to enter text.

Date: Click or tap here to enter text.

*Note: DEED reserves the right to audit randomly a district’s program to verify and maintain the integrity of the Alaska State Seal of Biliteracy.*

# District Information

*Districts interested in establishing a Seal of Biliteracy program should form a Seal of Biliteracy Committee (SBC) for the following purposes:*

1. *creating the district’s Seal of Biliteracy policy and implementation plan, which includes committee recruitment, composition, program details, communications, student advisement, and presentation of awards, and*
2. *manage the implementation of the district’s Seal of Biliteracy program.*

Please answer the following questions as thoroughly as possible:

1. List names, roles, and school, or district of the members on the SBC.   
   (Suggested roles might be primary contact, school administrator, counselor, world language teacher, ELD teacher, data team member, parent, and student.)

|  |  |  |
| --- | --- | --- |
| Role(s) | Name | Email |
| Primary Contact | Click or tap here to enter name. | Click or tap here to enter email. |
| Enter role | Click or tap here to enter name. | Click or tap here to enter email. |
| Enter role | Click or tap here to enter name. | Click or tap here to enter email. |
| Enter role | Click or tap here to enter name. | Click or tap here to enter email. |
| Enter role | Click or tap here to enter name. | Click or tap here to enter email. |

Please expand to create additional rows as needed.

1. List the world languages that your district will be offering as part of their Seal of Biliteracy recognition program. Click or tap here to enter text.
2. Describe how your district will measure students’ world language proficiency. List the standardized assessments that will be used. Click or tap here to enter text.
3. Provide a link to or attach scoring guides for languages that do not have a standardized assessment. Click or tap here to enter text.
4. Provide information from partnering tribal governments concerning their assessment processes. Click or tap here to enter text.
5. Describe how your district will communicate information about the Seal of Biliteracy to students and parents in languages they can understand. Click or tap here to enter text.
6. Provide a link to or attach a copy of the district’s Seal of Biliteracy policy and implementation plan. Click or tap here to enter text.
7. Provide a link to the district’s Seal of Biliteracy webpage. Click or tap here to enter text.