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To Seal of Biliteracy Coordinators,

Thank you for agreeing to be your school or district coordinator!

The NH Seal of Biliteracy Committee has compiled a toolkit of resources to help you coordinate the award at your school. Please take some time to review the toolkit prior to beginning this work in your school community.

### PHASE 1: School/District Award Adoption

1. Visit the [NH Seal of Biliteracy website](#):
  - a. Familiarize yourself with the available information and resources.
  - b. Attend an informational webinar. The state committee hosts several webinars and informational sessions throughout the year. Check the website linked above for more details on the webinars.
  
2. Plan and schedule a meeting in your school to introduce the award and discuss school (or district) implementation with faculty and administration.
  - a. Review and discuss the award materials and resources available on the website.
    - i. Familiarize yourself with the following:
      1. Toolkit for Award Coordinators
      2. Student Application - High School
      3. Student Application - Middle School
      4. Frequently Asked Questions
      5. Student and Family Letter
    - ii. Establish a school-based committee to help manage the program.
    - iii. Contact [nhseal@nhawlt.org](mailto:nhseal@nhawlt.org) with any questions.

### PHASE 2: Implementation

1. Establish a timeline: The State Seal of Biliteracy Committee will recognize high school seniors and students in their last year of middle school who earn this distinction. In order to plan, a list of student awardees must be submitted to the State Seal of Biliteracy Committee before **MAY 30**. It is recommended that all local SoBL teams work back from this date to:

- a. Decide when students will be presented with the award at school (e.g., senior award night, academic award night, special ceremony, etc.).
  - b. Set a date for testing that will allow adequate time for the school based SoBL team to review and submit results to the state SoBL committee. Testing in the spring can take up to a month to receive results. Sending in applications and having time for processing and shipping of cords and seals takes up to an additional week. Please be sure to allow adequate time for all of these steps.
2. Raise Funding: Establishing the awards in your school or district does require some minimal funding to cover the cost of world language proficiency tests. The NH Department of Education will provide the award materials - state diploma seals, certificates, and graduation cords (high school) or pins (middle school). Talk with your administration about possible funding through the local general school budget or in local federal grants (e.g., Title III or Title IV). During your initial year of implementation, the NH Department of Education may be able to help cover the cost of the testing. Please reach out to the state committee if you need support. Cost should not be a barrier to implementation.
3. Announce/Promote the Award :
  - a. Speak with ESOL & World Language teachers at a faculty meeting or via email.
  - b. Send information about the awards home to students and families. A sample student/family letter is available. Consider translating the letter into other languages to send home. Schools are encouraged to edit and adapt the sample letter, and create flyers and posters to best fit the local school community.
  - c. Hang posters around the school to inform students and generate interest.
  - d. Advertise in school newsletters or local newspapers, send a bulk email, etc.
  - e. Print student applications to have available in the school counseling office.
  - f. Encourage students to take the test and help them sign up for testing.
4. Coordinate Testing:
  - a. Review the state [approved list](#) of world language proficiency assessments. These assessments are aligned to language proficiency benchmarks supported by the National Council of State Supervisors of Foreign Language (NCSSFL) and the American Council of the Teaching of Foreign Languages (ACTFL). Students are expected to be at the intermediate high level for the Gold Level and intermediate mid for the Silver Level.
5. Submit Student Results:
  - a. Please use [this form](#) to submit information about your student awardees to the state committee. The submission of this form serves two important purposes:
    - i. The state committee maintains the official list of awardees. The students you report will be added to the official state list of awardees.
    - ii. The information collected on the form also triggers the distribution of your award materials.
6. Celebrate Student Success

- a. Contact school board, local news outlets, parents of students, administrators.
  - b. The NH Department of Education provides award materials. Order diploma seals and swag via the reporting form.
  - c. Host an award ceremony to recognize the amazing accomplishments of your multilingual students.
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If you have any questions, please contact the NH State Seal of Biliteracy Committee at:  
[nhseal@nhawlt.org](mailto:nhseal@nhawlt.org).