



Requesting State Seal of Biliteracy Insignias

CDE ONLINE PROCESS SINCE 2018

<https://www.cde.ca.gov/sp/el/er/sealofbiliteracy.asp>

CDE SSB Site

1. Go to the Procedures, Requirements, and Forms tab
2. Find the SSB Insignia Request Form
3. Follow the steps to complete the online request
4. Have the following data ready to submit:
 - a) LEA contact
 - b) Graduation date
 - c) LEA CDS Code (link provided)
 - d) List and exact numbers of languages students are eligible to receive the seal
 - e) Superintendent's acknowledgement and designee



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State Seal of Biliteracy

Information about the California State Seal of Biliteracy program and its requirements for students, parents, and educators.

The State Seal of Biliteracy, marked by a gold seal on the diploma or transcript, recognizes high school graduates who have attained a high level of proficiency in speaking, reading, and writing one or more languages in addition to English.

To order insignias, please choose the "Procedures, Requirements, and Forms" tab and scroll to the bottom to access the online Insignia Request Form.

Overview and Resources

Participating Schools and Districts

Procedures, Requirements, and Forms



Procedures, Requirements, and Forms

A school district, county office of education, or direct-funded charter school that participates in the State Seal of Biliteracy (SSB) program must maintain appropriate records to identify qualifying students and must complete and submit the online Insignia Request Form (located at the bottom of this tab). The Insignia Request Form may be submitted at any time; however, it is recommended that requests be submitted far enough in advance to allow time for the CDE to process the requests and for insignias to be affixed to diplomas or transcripts. Participation is voluntary and no fee may be charged to the student.

The CDE will mail to the requestor one seal per eligible student to be affixed to the diploma or transcript.

[2019–20 Procedures for Awarding the SSB Letter to the Field](#)

[Accessible Version](#)



Form

State Seal of Biliteracy Insignia Request Form

English Learner Support Division

The State Seal of Biliteracy (SSB) Insignia Request Form is used by local educational agencies (LEAs) to identify the number of eligible high school graduates who have attained a high level of proficiency in speaking, reading, and writing in one or more languages in addition to English in accordance with specified criteria set forth in [California Education Code \(EC\) sections 51460–51464](#).

The California Department of Education (CDE), requests that the SSB Insignia Request Form be submitted to the CDE **at least four weeks in advance of the LEA's graduation date** in order to allow the CDE time to process requests and mail seals. The CDE will mail to the requestor one seal per eligible student, to be affixed to the diploma or transcript, within four weeks of receipt of the LEA's SSB Insignia Request Form.

It is strongly recommended that LEAs read the [SSB Importance Letter to the Field](#) and the information on the [CDE SSB web page](#) before submitting an SSB Insignia Request Form. The CDE requests that LEAs submit the school name(s) and the total number of qualifying graduates per district. The CDE also requests the languages, other than English, in which students are proficient, the number of students per language, and the number of current and former English learners qualifying for the seal. Data collected from the SSB Insignia Request Form will be reported annually on the CDE SSB web page in September.

Questions regarding this matter can be directed to the Language Policy and Leadership Office by phone at 916-319-0845 or by email at SEAL@cde.ca.gov.

[Accessible Version](#)



Form

Contact Information

Please enter the contact information of the individual who submits SSB requests to the CDE for the LEA.

If yes, go to page 3. If no, must enter the contact information

First name:

Last name:

Title: (optional)

Phone number: (999-999-9999)

Email:

Should seals be mailed to your attention?

- Yes
- No

whose attention should the seals be mailed?

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LEA Information

Three submission options
1. New for the current year; 2. Correct data of number of seals for the current and previous years; 3. request additional seals for the current year

Form

Corrected:
no additional seals, may go back to 2013-14

New: provide CDS Code and mailing address
Directly funded charters request separately

New Form: Select this option if your LEA is submitting an SSB Insignia Request Form for the first time for this school year.

Corrected Form: Select this option if your LEA previously submitted an SSB Insignia Request Form (new form submission type) for this school year but:

- 1) a correction is needed to one or more responses previously submitted; *and*
- 2) you do not need additional seals to be mailed to you.

If your LEA is making a correction to the form but must also request additional seals, please submit an Additional Request Form.

This form will take the place of your original submission. Please make sure your updated data is accurate.

Additional Request Form: Select this option if your LEA previously submitted an SSB Insignia Request Form (new form submission type) for this school year but additional seals are needed. Please only submit the number of additional seals needed; do not add the additional seal total to the total number of seals submitted in your original request.

Form submission type:

New form	Corrected form	Additional request form
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Complete new form

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Form

School Information

Please include the names of all schools requesting seals including charter schools not directly funded in the section below.

School name/s: *0 out of 2,000 characters.*

School names must be separated by a semicolon (;) and should not be abbreviated.



Seal Recipient Information

Indicate the total number of students in your LEA receiving seals by the qualifying language of proficiency in addition to English: *Do not use a comma when listing numbers in the thousands. Numbers listed with commas will not total correctly.*

American Sign Language	<input type="text" value="0"/>
Arabic	<input type="text" value="0"/>
Armenian	<input type="text" value="0"/>
Chinese (Mandarin or Cantonese)	<input type="text" value="0"/>
French	<input type="text" value="0"/>
German	<input type="text" value="0"/>
Hebrew	<input type="text" value="0"/>
Hmong	<input type="text" value="0"/>
Italian	<input type="text" value="0"/>
Japanese	<input type="text" value="1"/>
Korean	<input type="text" value="0"/>
Latin	<input type="text" value="0"/>
Portuguese	<input type="text" value="4"/>
Russian	<input type="text" value="0"/>
Spanish	<input type="text" value="45"/>
Tagalog (Filipino)	<input type="text" value="0"/>
Vietnamese	<input type="text" value="0"/>
Other	<input type="text" value="0"/>
Total number of seals requested:	<input type="text" value="0"/>

All fields must completed to continue (0, 1, etc.)

Are any students qualifying for more than one SSB? *(In other words, have they met the qualifications in more than one language in addition to English?)*

- Yes
- No

How many students are qualifying for more than one SSB? *(Please ensure that the additional languages in which students are proficient are included in the totals above)*

Of the total number of seals requested, how many students are current or former English learners *(includes reclassified fluent English proficient [RFEP] students):*

[Accessible Version](#)



Form

Application Agreement and Certification:

Superintendent's acknowledgement

AGREEMENT: By signing this application electronically, I, the District Superintendent, Charter School Administrator, or authorized designee, agree that my electronic signature is the legally binding equivalent to my handwritten signature.

- Yes
- No

CERTIFICATION: By signing this application electronically, I, the District Superintendent, Charter School Administrator, or authorized designee, hereby certify, to the best of my knowledge, that all applicable state and federal rules and regulations will be observed, that the information contained in this application is correct and complete, and that the SSB insignias will be utilized solely for students who have fully met the criteria stated in *EC* sections 51460–51464. I further certify that eligibility records will be kept for all SSB recipients.

- Yes
- No

Name of District Superintendent, Charter School Administrator, or authorized designee:

Date of submission: (MM/DD/YYYY)

Provide the contact information of the District Superintendent, Charter School Administrator, or authorized designee if it is different from the contact person provided in the Contact Information section of the SSB Insignia Request Form: (Optional)

First name:

Last name:

Title:

Phone number: (999-999-9999)

Email:

Superintendent's or designee's contact information

[Accessible Version](#)



Form

Please print a copy of your completed form for your records before submitting it.

Note: By selecting the **Print responses** button below, you will be redirected to a new browser window where you can print the form. **You must return to the previous browser window to submit your form to the CDE.**

Once you select the **Submit** button below, your survey responses will be sent to the CDE and you will be redirected to the CDE SSB web page. An automatically generated email will be sent to the email address provided on your SSB Insignia Request Form. Please check your email account's spam folder if you do not receive an SSB confirmation email to your inbox.

Questions about the SSB Insignia Request Form can be directed to the Language Policy and Leadership Office by phone at 916-319-0845 or by email at SEAL@cde.ca.gov.

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Print responses
before submitting
the form for your
records

Insignia Request

- ☑ I submitted the request, now what?
 - CDE's turnaround is approximately 2 week. If you have not received them, call the (916) 319-0845 or e-mail at SEAL@cde.ca.gov
- ☑ I received the SSB insignias, now what?
 - Ensure that these along with a list of the qualifying students are distributed to the high schools, in time for it to be adhered to the HS diploma.
- ☑ Each receiving student must also have a notation in their HS transcript

CALPADS SSB Reporting

Required Fields under the Graduates state reporting

Field	Description
Student Number	
Date Earned	The date the student earned the Seal of Biliteracy.
Proficiency Date	The date in which the student was considered proficient in the language entered in the Language field.
Language	The language in which the student earned the Seal of Biliteracy.

Questions:

California Department of Education

English Learner Support Division

SEAL@cde.ca.gov

916-319-0938

Sacramento County Office of Education

Curriculum and Instruction

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