

TITLE: Guidelines for Issuing the 12th Grade LAUSD and the California Department of Education State Seal of Biliteracy Awards for the 2024-2025 School Year and Beyond

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ROUTING

- Region
- Superintendent
- Administrators of Instruction
- Principals
- Assistant Principals
- Counseling
- Coordinators
- Multilingual
- Multicultural
- Academic
- Language Coaches
- High School
- Counselors
- English Dept Chairs
- WLC Dept Chairs
- UTLA Chapter Chairs

PURPOSE: The purpose of this reference guide is to provide updated guidelines for awarding the Los Angeles Unified School District (L.A. Unified) and California Department of Education (CDE) State Seal of Biliteracy (SSB) Awards for the 2024-25 school year and beyond. These awards build upon the rich linguistic and cultural strengths of the District’s students, emphasizing the significance of multilingualism as an asset in an increasingly interconnected global society. This initiative aligns with the Global 2030 mission to equip students with essential world language skills.

Additionally, it supports the Global California 2030 Speak, Learn, Lead goal ensuring that by 2030 half of all K–12 students “participate in programs leading to proficiency in two or more languages, either through a class, a program, or an experience” and that by 2040 three out of four students are “proficient in two or more languages, earning them a State Seal of Biliteracy”. *Education Code* sections 61460–51464 as referenced at <http://www.cde.ca.gov/sp/el/er/sealofbiliteracy.asp>.

The California Seal of Biliteracy, initiated in January 2012, represents a significant milestone in recognizing and celebrating linguistic diversity among our graduating seniors. The State Seal codified in California *Education Code* sections 51460-464 underwent pivotal amendments in January 2024,

through AB 370, aligning its requirements with English language arts assessments. The SSB award data is captured on the California Dashboard College and Career Readiness Indicator.

This reference guide adheres to Pillar 1, Academic Excellence of the L.A. Unified 2022-26 Strategic Plan which emphasizes the importance of providing “students with expanded opportunities to become multilingual through dual and world language programs, including American Sign Language” to ensure that “at least 50% of our graduating seniors receive the California Seal of Biliteracy”. Los Angeles Unified School District 2022- 26 Strategic Plan.

**MAJOR
CHANGES:**

This Reference Guide replaces REF- 5306.11, issued on March 11, 2024. Changes to this version include:

- English Learners must attain an oral language composite score of level 4 on the English Language Proficiency Assessment for California (ELPAC) to earn the gold seal.
- Students can meet English proficiency criteria by completing all English Language Arts (ELA) requirements for graduation with overall grade point average (GPA) of 3.0 in those courses.
- Students can meet English proficiency criteria by passing **one** of the following assessments:
 1. English Advanced Placement (AP) examination with score of 3 or higher.
 2. English International Baccalaureate (IB) examination with a score of 4 or higher.
 3. Evidence-Based Reading and Writing section of the Scholastic Aptitude Test (SAT) with a score of 480 or above.
- Students who take an L.A. Unified-approved language other than English (LOTE) assessment must pass with scores of intermediate mid or higher.
- World Languages teachers must integrate an oral language proficiency exam into the four-year World Languages coursework.
- Counselors must enroll students in the LOTE Biliteracy Exam course for students to gain access to the exam.
- School site personnel must input the SSB awards into the My Integrated Student Information System (MiSiS) Multilingualism Awards Screen.
- Submission of SSB material request form is no longer required.

INSTRUCTIONS: The following guidelines are provided for issuance of the LAUSD and State Seal of Biliteracy awards:

I. Establishment of a Biliteracy Awards Committee

Each school shall establish a Biliteracy Awards Committee (BAC) responsible for overseeing the qualification process for both the L.A. Unified and CDE SSB awards. The BAC may include, but is not limited to, 12th-grade teachers of ELA, World Languages and Cultures (WLC), out-of-the-classroom certificated personnel (such as site coordinators, instructional coaches) and a designated site administrator or designee. A designated member leads the BAC and serves as the SSB Designee, acting as the primary contact with the World Languages and Cultures office in the Multilingual Multicultural Education Department (MMED).

The school-site BAC's responsibilities include the following:

- A. Key Dates - Adhere to the key dates for program implementation as listed in Attachment A – 12th Grade Seal of Biliteracy Time Task Calendar.
- B. Communicate - Disseminate information on the SSB awards to students, parents, school counselors and teachers.
- C. Enter Awards in MiSiS Multilingualism Awards Screen - Notate Focus Dashboard Band 1 students' transcripts with the SSB award by November 1. Follow MiSiS Job Aid "Entering UTK-12th Grade Multilingualism Awards."
- D. LOTE Exam - Identify students on Focus Dashboard Band 3 and Band 4 who require the L.A. Unified-approved LOTE Biliteracy exam and coordinate test administration before the 15th week of spring semester.
- E. Raise Awareness - Share information with students and families starting in grade 9 to ensure that students have time to prepare to meet the requirements.
- F. End of Year Ceremony - Include SSB award recognition in the senior awards and ensure white cords are worn at the graduation ceremony.

II. Verification of English Criteria

Demonstrate English language proficiency through one of the following methods:

A. Coursework:

Complete all ELA requirements for graduation with an overall GPA of 3.0 in those courses.

B. Assessment (Choose One):

1. Score of “standards met” or above on ELA California Assessment of Student Performance and Progress (CAASPP) administered in grade 11.
2. Score of 3 or higher on an English AP exam (AP English Language and Composition, AP English Literature or composition, or AP seminar).
3. Score of 4 or higher on IB exam.
4. Score of 480 or above on the Evidence-Based Reading and Writing section of the SAT.
5. In addition to the requirements mentioned above, to earn the CDE gold seal, students who are classified as English Learners must attain an oral language composite score of level 4 on the ELPAC.

III. Verification of Second Language Proficiency Criteria Demonstrate proficiency in one or more LOTE, through one of the following methods:

A. Coursework:

Completion of a four-year course of study in a LOTE with overall GPA of 3.0 or above and demonstrate oral proficiency in the language comparable to that required to pass AP or IB examination. WLC teachers must integrate the oral exam into the four-year coursework.

B. Assessment (Choose One):

1. Score of 3 or higher on World Languages AP exam.
2. Score of 4 or higher on IB exam.
3. Pass the District-approved language exam at the intermediate-mid or higher level.

NOTE: Students seeking to qualify for the SSB through a language that is not characterized by listening, speaking, or reading, or for which there is no written system, shall pass an assessment on the modalities that characterize communication in that language at the intermediate mid

proficient level. This requirement is applicable, but not limited, to American Sign Language (ASL).

District LOTE Assessment:

The administrator over counseling must create sections on the school's master schedule using the MiSiS course numbers (refer to Attachment B – *Course Numbers for LOTE Equivalency Exams*).

Students can access the L.A. Unified-approved LOTE Biliteracy Exam through Clever using their student single sign-on after being enrolled into the LOTE Biliteracy Exam course.

NOTE: Students may earn more than one SSB provided they fulfill the SSB requirements in each additional world language.

IV. END-OF-YEAR PROCEDURES

The L.A. Unified award is marked by a silver seal and the California Department of Education award by a gold seal, and these are notated on the transcript, recognizing high school graduates who have attained a high level of proficiency in speaking, reading, and writing one or more languages in addition to English. Insignias, white cords, and blue stoles (for proficiency in two or more LOTE) will be mailed directly to schools based on the awards inputted in the MiSiS Multilingualism Awards Screen. The SSB materials will be sent out following the conclusion of the 15-week spring grading period.

NOTE: SSB Designees are no longer required to submit material request forms to MMED.

A. Presentation of Awards:

1. Notify award recipients and their families.
2. Plan and hold an end-of-year ceremony.
3. Distribute white cords and/or blue stoles (two or more LOTE) for students to wear at graduation ceremony.

B. Recording Seal of Biliteracy Awards on Student Transcripts:

The SSB Designee will inform the principal, and/or scheduling administrator to enter SSB awards in the MiSiS Multilingualism Awards Screen. Please follow the "Entering UTK-12th Grade Multilingualism Awards." MiSiS Job Aid, dated March 31, 2023, for guidance on this process. SSB awards are to be entered into the MiSiS Multilingualism Awards Screen at the conclusion of the 15-

week spring grading period.

NOTE: Once students have graduated and unenroll from L.A. Unified, it will not be possible for school site personnel to enter awards. Contact MMED for additional support.

C. State Reporting:

MMED will utilize the MiSiS data platform to provide reports to the L.A. Unified School Board, the California Longitudinal Pupil Achievement Data System (CALPADS) and CDE. The California Dashboard will report directly from CALPADS.

The SSB award is one of the several state indicators on the College/Career Indicator (CCI) of the California Dashboard. It represents the percentage of high school graduates who are prepared for college or a career. This indicator was designed to encourage high schools to provide all students with a rigorous broad course of study that prepares them for postsecondary success.

D. Support Materials:

To gain access to supplementary documents and resources for the SSB award join the MMED: World Languages and Cultures Schoology Group. Utilize access code: 3FH3-SD7Q-2HDNS at <https://lms.lausd.net>.

V. RESOURCES TO INCREASE AWARENESS AMONG FAMILIES

Use the resources found on Schoology to raise awareness and share information with families through:

A. Back to School/Open House Events:

1. Provide L.A. Unified SSB requirements flyers to families and students (refer to Attachment C – LAUSD and State Seal of Biliteracy Infographic).
2. Share the L.A. Unified SSB informational presentation.
3. Post SSB poster in ELA, World Languages and English Language Development (ELD) classrooms.
4. World Languages and ELD teachers can share information about the SSB in presentations or in conversations with families.
5. Share the L.A. Unified Multilingualism awards informational video.

B. Family Handbook:

Include information about the SSB in the Parent/Family/Student Handbook, including a link to the MMED and CDE SSB web page.

C. Letters and Emails:

Mail and/or email information about the SSB to families early, starting in middle school and continuing each year in high school, to ensure that students and families are aware of the requirements and have time to prepare prior to grade 12 (see Attachment D – Parent Letter).

D. School Website:

Include a page with information about the SSB on the school website including the school/District contact and a link to the MMED and CDE SSB websites.

E. School Advisory Committees:

Share school data information about the SSB with the English Language Advisory committee (ELAC), School Site Council (SSC), Instructional Leadership Team (ILT) and the SSB informational presentation.

F. Parent Liaison:

Enlist parent liaisons (if available) to help share information with families.

VI. RESOURCES TO INCREASE STUDENT AWARENESS

Use the resources found on Schoology to raise awareness and share information with students through MMED: World Languages and Cultures Access Code 3FH3-SD7Q-2HDNS

A. World Language Classes:

It is recommended that World language teachers put up the SSB requirements poster in their classrooms starting in grade 9 and/or hand out the SSB flyers and remind students about the SSB awards annually.

B. ELD and Newcomer Classes:

1. It is recommended that ELD and Newcomer teachers put up the SSB requirements poster in their classrooms and/or hand out the SSB flyers starting in grade 9.
2. ELD and Newcomer teachers must remind students about the SSB annually and explain how passing the ELPAC is an SSB requirement.

C. ELA and Home Room Classes:

ELA teachers must share information about the SSB requirements (including the English proficiency options) starting in middle school and continuing each year in high school, to ensure that students are aware of the requirements and have time to prepare prior to grade 12.

D. Assemblies

1. Schools may share the LAUSD SSB informational video and slide presentation starting in grade 9.
2. Schools may share information about the SSB prior to the California Assessment of Student Performance and Progress (CAASPP), AP, IB, SAT, or other local testing.

**RELATED
RESOURCES:**

[Entering UTK-12th Grade Multilingualism Awards](#) MiSiS Job Aid, March 31, 2023.

[MMED World Languages and Cultures Website](#)

[CA Department of Education Seal of Biliteracy Website](#)

[Multilingualism Awards Family Informational Video - English](#)

[Multilingualism Awards Family Informational Video - Spanish](#)

ATTACHMENTS:

Attachment A – 12th Grade Seal of Biliteracy Task Calendar
Attachment B – MiSiS Course Numbers of LOTE Equivalency Exams
Attachment C – LAUSD and State Seals of Biliteracy Infographic
Attachment D – Parent Letter

ASSISTANCE:

For assistance or further information regarding the process for issuance of the L.A. Unified and State Seal of Biliteracy Awards, please contact Youssef Mossadaq, World Languages and Cultures Coordinator, at (213) 241-4517 or yxm9573@lausd.net.