



NH Seal of Biliteracy (NH SoBL): Implementation Toolkit

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 fall and early winter. Check the website (linked above) for more details.
2. Plan and schedule a meeting in your school to introduce the award and to discuss school (or district) implementation with faculty and administration.
 - a. Review and discuss the award materials and resources available on NH Seal of Biliteracy webpage.
 - i. Implementation Toolkit
 - ii. FAQ document
 - iii. Letter for Students & Families
 - iv. Seal Student Application
3. Establish a school-based committee to help manage the program.

PHASE 2: Implementation

1. Establish a timeline: The state committee will recognize students who earn this distinction. A list of student awardees must be submitted to the state committee by **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., annual senior recognition night, academic award night or special ceremony).
 - 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.

2. **Raise Funding:** Establishing the awards in your school or district does require some funding to cover the cost of the world language proficiency tests. The NH Department of Education will provide the award materials—state diploma seals and either an honor’s cord or medal. Talk with your administration about possible funding through the local general school budget or through local federal grants (e.g., Title III or Title IV). During the initial year of implementation, the NH Department of Education may also be able to help LEAs 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. After a school/district completes the intent to implement form, additional promotional materials will be shared. Schools are encouraged to edit and adapt the sample letters, flyers and posters to best fit the local school community.
 - c. Hang posters around the school to inform students and to 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 guidance office.
 - f. Encourage students to take the test
 - i. Help students, when necessary, sign up for tests or arrange for portfolio testing

4. **Coordinate Testing:**
 - a. Review the [state approved list of world language proficiency assessments](#). These assessments are aligned to the National Council of State Supervisors of Foreign Language (NCSSFL) & American Council of the Teaching of Foreign Languages (ACTFL) language proficiency benchmarks. Students are expected to be at the intermediate-high level to successfully pass the state approved tests and qualify for the award.

5. **Submit Student Results:** Please [use this form to submit information](#) about your student awardees to the State Committee. This submission of information 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 through the form also triggers distribution of your award materials.

6. **Celebrate Student Success:**
 - a. Contact school board, local news outlets, parents of students
 - b. The NH Department of Education provides award materials. Order diploma seals or any other award swag your district may want. After schools complete the Intent to Participate form, a member of the state committee will reach out to collect a materials order.
 - c. Host an award ceremony to recognize the amazing accomplishments of your multilingual students.

If you have any questions, please contact the NH State Seal of Biliteracy Committee at:
nhseal@nhawlt.org.