

The California Department of Education (CDE) Seal of Biliteracy Web page provides the following documents, which can be accessed online, to process requests for insignias:

1. **SSB Requirements Checklist.** (This checklist is for district use only. Please do not submit this checklist to the CDE.) School district and direct-funded charter school staff may use this spreadsheet to identify graduating students who meet the SSB criteria.
2. **SSB Insignia Request Form.** (Submit this form to the CDE.) School district and charter school staff must complete this form and submit it to the CDE's English Learner Support Division to request the diploma insignias for eligible students.

SSB Frequently Asked Questions are also available on the CDE State Seal of Biliteracy Web page at <http://www.cde.ca.gov/sp/el/er/sealofbiliteracy.asp>.

After identifying graduating high school students who qualify for the SSB, each district, COE, or direct-funded charter school must submit an Insignia Request Form to the CDE by mail. The district superintendent or direct-funded charter school administrator must sign the form, which may be mailed to the following address:

California Department of Education
English Learner Support Division
State Seal of Biliteracy
1430 N Street, Suite 2204
Sacramento, CA 95814

The CDE has begun processing requests for insignias for the 2013–14 school year. If you have already submitted an Insignia Request Form, you do not need to do so again. While there is no deadline for submitting the form, school districts, direct-funded charter schools, and COEs should send their requests far enough in advance of the date of the first graduation ceremony to allow time for the CDE to process the requests and for school staff to affix the insignias to the diplomas. Generally, insignias will be mailed within two weeks from the date that the CDE receives a request.

Please share this information with high school principals, administrators, world language department chairs, and English learner program directors. If you have questions regarding the SSB, please contact the Language Policy and Leadership Office, by phone at 916-319-0845 or by e-mail at SEAL@cde.ca.gov.

Sincerely,

Tom Torlakson

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Last Reviewed: Friday, May 9, 2014