

Reporting Seals of Biliteracy and Civic Readiness Manual Input

Expedite this reporting by collecting a list of *students* who are ***graduating with a Regents diploma in June of the current year*** (name and ID) **AND** that earned either a ***Seal of Biliteracy or Civic Readiness***, seals are ONLY awarded and reported for graduating students.

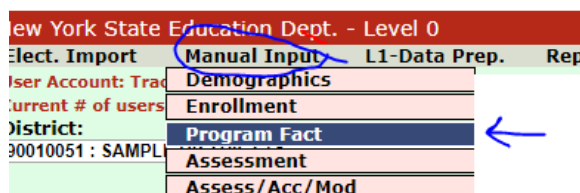
August Grads, that that receive a Seal of Biliteracy or Civic Readiness, must be reported each October.

Received Seal of Biliteracy — Code 8312 Level Designation: District-level service. Description: This program service is used to identify students who have earned a Regents diploma and received a New York State Seal of Biliteracy (NYSSB), which is an award given by a school or district in recognition of students who have studied and attained proficiency in foreign language courses. Purpose: Not used. Exit Date: Not used. Reason for Ending Code: Not used	Received Seal of Civic Readiness – Code 8313 Level Designation: District-level service. Description: This program service is used to identify students who have earned a Regents diploma and received a New York State Seal of Civic Readiness (NYSSCR), which is an award given by a school or district in recognition of students who have studied and attained high level of proficiency in civic knowledge, civic skills, civic mindset and civic experiences. Purpose: Not used. Exit Date: Not used. Reason for Ending Code: Not used.
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Log into Level 0

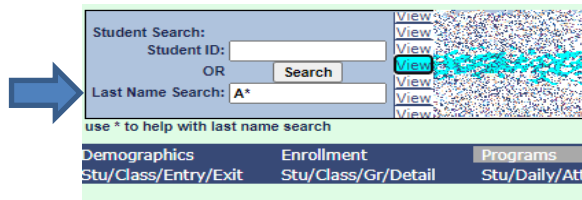
In Level 0, Hover **MANUAL INPUT** in the gray navigational bar across the top

Click on **PROGRAM FACT**



Need helps finding IDs?

If you do not have IDs, use the LAST NAME SEARCH field and enter the LAST NAME (only)



Search as section of the alphabet by entering the first-initial of the last name and an asterisk "a*" to view all names starting that letter.

Need help? Call us at 631.218.4134

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Current Student: Record Status: **Valid** Last Update: 7/8/22 09:37 AM

1 *denotes a required field

2 Student ID: *Location Code: Service Provider BEDS Code (State Location ID):

3 *Beginning Date: *Record Program Category: 4 *Program Code: a

2022-06-30 8313::Civic Readiness 8313 :: Received Seal of Civic Readiness

Ending Date: Exit Reason Code 1: PGM Participation Info Code: Program Duration:

YYYY-MM-DD

Orig. Prog. Date: Prog. Intensity: Provider Type Code: Program Comment:

(CTE/ELL Eligible Programs) (Primary Nighttime Residence)

Import Validation Messages:

Verification Messages Exist. Click **Display** to view.

Delete Record **Validate & Save** Curr. Student / Add New Clear

*Record Program Category:

- 5806: Reduced Lunch
- 5817: Free Lunch
- Summer School Participation
- 8261: Single Parent/Pregnant
- 8272: Homeless Youth
- UPK
- Title 1 TAS
- Prekindergarten Program
- 2618: Inter-Dist. Transfer
- 1232: SIFE
- Higher Education
- 8271: CDOS Credential
- 8282: Immigrant
- 8292: Parent Armed Forces
- 8300: Foster Care
- 8312: Biliteracy
- 8262: Homeless
- 5754: CCEIS
- 8313: Civic Readiness
- Local Programs

1. Enter a **student ID**
2. Select **school**
3. Enter today's date: **YYYY-MM-DD**
4. Select the Category **Code/Seal**
 - a. This field will populate automatically
5. **Validate & Save**
6. Do you have additional records? **Clear** Failure to click Clear will overwrite the previous record.
7. Continue until every Seal is reported.

Finished? Complete the **L1 DATA PREP** process for Program Fact

NYS-Level 0

New York State Education Dept. - Level 0

Elect. Import	Manual Input	L1-Data Prep.	Reports
		Demographics	
		Enrollment	
		Program Fact	

Hover over **L1-DATA PREP**

Click on **PROGRAM FACT**

- Identify **ONLY** the NEW SEAL DATA loaded
 - Check: 8312 &/or 8313
- Click on **VALIDATE NOW**

If a red message pops up, the data cannot be loaded. Review the message and make the necessary corrections.

Click the **"Validate Now"** button – you should get a green success message

L0 will list each of the data set you checked and report the outcome of data transfer in green.

Click on **Create File for Level 1 Submission.**

Click the button below to create export file for Level 1

Create File for Level 1 Submission Save As

The checked categories above are locked and waiting to be prepared for Level 1 submission.

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Once ESBOCES transfers the data to the NYCDOE, you should Verify data reporting to NYSED in L2RPT

Data Verification in L2RPT [IBM Cognos Analytics \(nycenet.edu\)](http://nycenet.edu)

Ensure that SED has the correct data by reviewing the

- **SIRS 308 Annual Graduation & Post Graduation Plans Report**

Student Subgroup (accountability subgroups are marked by an asterisk(*))	Total Graduates	Total Completers	Local Diplomas	Regents Diplomas	Regents Diplomas with Honors	Regents with Advanced Designation	Regents with Advanced Designation with Honors	Regents with CTE Endorsement	Seal of Biliteracy	Commencement Credentials	4 - Year College	2 - Year College	Other Post Secondary	Military	Post - Secondary #
	a = (c+d+e+f+g)	b = (c+d+e+f+g+i)	c	d	e	f	g	h	i	j	k	l	m	n	
*All Students															

Blue numbers are hyperlinks to a list of students in each category.

***Each school is responsible for the accuracy of ALL data reporting.
Verification MUST be completed by a review of the associated L2RPT report.***

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