How Ohio Schools and Districts Can Make
Their Seal of Biliteracy Programs Official

There is no official sign-up or registration with the Ohio Department of Education for schools and districts that wish to offer the Ohio Seal of Biliteracy to their students. The Department asks schools and districts to do the following to demonstrate their participation in the program and make the seals of biliteracy they confer official:

1. Carefully review all the program-related resources available on the Department's Seal of Biliteracy webpage.

2. Create an application process for students to use to apply for a seal of biliteracy. Typically, this requires the creation of a local application form. The Department can provide examples upon request.

3. Post the application and other relevant program materials in a prominent place on the district's website where parents, students and ODE officials can easily find information about the local implementation of the program. Here is the link to a sample district webpage.

4. Work with your transcription platform vendor to add the required language that must appear on the electronic transcripts of seal recipients. This language can be found in the Department's Seal of Biliteracy FAQ document (FAQ #16).

5. Work with your local awards vendor to have affixable Ohio Seals of Biliteracy made for placement on the diplomas of graduates who receive the award.

6. Finally, to make their seals of biliteracy official with the state of Ohio:

    a. Public schools' or districts' Education Management Information System (EMIS) data coordinators must enter the required Seal of Biliteracy Program Code(s) in each recipient's Student Program Record following graduation and prior to the end of the data reporting period, which typically falls sometime in mid-autumn. The Department recommends contacting the EMIS Helpdesk with all related questions.

    b. Private schools should follow the guidance provided in the Seal of Biliteracy FAQ document (FAQ #20) for the long-term retention of records.

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