

Diploma Biliteracy Seal Designation

What is the Florida Seal of Biliteracy?

- The Florida Seal of Biliteracy is a diploma designation that recognizes and awards graduating high school seniors who have achieved a high level of competency in listening, speaking, reading, and writing in one or more foreign languages, in addition to English.
- The program encourages students to study foreign languages and certifies their attainment of biliteracy.
- It helps employers and postsecondary institutions recognize applicants with biliteracy skills.
- The seal has two levels: Gold and Silver.

Identifying students who have fulfilled the criteria for the Gold/Silver Diploma Biliteracy Seal designation

- Click on the Grades tab.
- Select the Graduation Requirements Report.
- Click More Search Options and Select Grade level.

Note: To run the report for 12th grade only, make sure to select 12 from the Grade-Level drop-down menu.

- Click Search.
- The report will generate. Give it a moment.

All students will be included in this report, regardless of their qualification for the biliteracy seal.

- Export the report to Excel and filter by Biliteracy Silver or Biliteracy Gold columns.

FOCUS Select Student/Staff Graduation Requirements Report Sheryl Priester Naples High School (0151) Admin 2024-2025 Quarter 4

Setup Students Users Scheduling **Grades** Assessment Attendance Discipline Forms Billing Eligibility

Search screen | Full-year Grades Semester Grades Quarter Grades Course History Effective date: 04/02/2025 Change

Grade: 12

24-Credit Standard

Print Detailed

Prev Page: 1 / 15 Next Export Filter: OFF Toggle Columns Page Size: 25 Total students: 357

Student	Student ID	Grade	Cohort	Graduation Met	WH - World History (1)	Acceleration Point (N/A)	Community Service Hours Met	Total Credits	Scholar Designation	Industry Scholar Designation	Biliteracy Silver	Biliteracy Gold	Fine Arts Designation
A		12	2021	✓	✓	✓		23.5	✓			✓	
A		12	2021	✓	✓	✓		24.5		✓			
A	504	12	2021	✗	✓	✓	Not applicable [Z]	26		✓			

Diploma Biliteracy Seal Designation

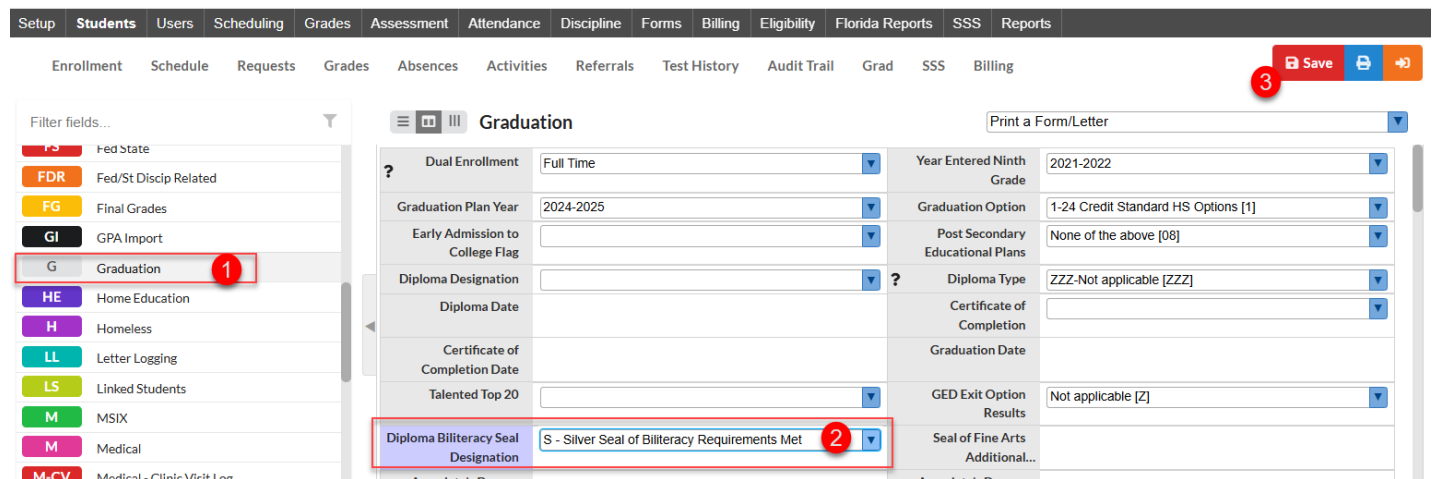
Updating the Diploma Biliteracy Seal Designation field in FOCUS

The Diploma Biliteracy Seal Designation is found on the Demographics Graduation screen. You must manually update this field for each student who qualifies for the biliteracy silver or gold seal.

Updating an Individual Student

From the Student Demographics screen:

1. Click the Graduation category on the left side of the screen.
2. In the Diploma Biliteracy Seal Designation drop-down menu select the seal the student is to be awarded.
3. Click Save.

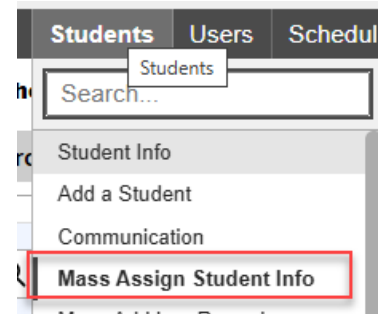


The screenshot shows the FOCUS Graduation screen. On the left, a sidebar lists various categories, with 'G Graduation' highlighted and marked with a red circle and the number 1. The main form contains several fields. The 'Diploma Biliteracy Seal Designation' field is highlighted with a red box and marked with a red circle and the number 2. The dropdown menu for this field shows 'S - Silver Seal of Biliteracy Requirements Met'. A red circle with the number 3 is next to the 'Save' button in the top right corner.

Updating en Masse (Mass Assign Student Info)

This field can easily be updated by using the mass assign student info option in FOCUS. You will need to mass-assign both Gold and Silver.

1. Click the Students tab
2. Select Mass Assign Student Info
3. Enter your student ID numbers in the Student ID field. Group your students by seal designation.
4. Click Search.
5. From the Student Info to Change En Masse section, locate the Graduation section and click the gray arrow to expand the section.
6. Locate the Diploma Biliteracy Seal Designation drop-down and select the seal listed those students listed will receive.



The screenshot shows the FOCUS Students tab. A dropdown menu is open, showing options like 'Student Info', 'Add a Student', 'Communication', and 'Mass Assign Student Info'. The 'Mass Assign Student Info' option is highlighted with a red box.

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Student Info to Change En Masse

Graduation

Number of Community Service Hours

FTE Earned AICE Diploma

Talented Top 20

GED Exit Option Results

Diploma Biliteracy Seal Designation

- Select the check boxes listed in the header to select all students.

Student:

2 Students Search

☒	Photo	Student	Student ID	Grade
☒		H [REDACTED]	4 [REDACTED]	12
☒		M [REDACTED]	5 [REDACTED]	12

- Click Save.
- Once the selected fields have been updated, the following message will display: **The selected students were updated.** The original Mass Assign Student Info screen will display; from here, you can begin a new search and update new data as needed.

12.0.67 Select Student/Staff

Setup **Students** Users Scheduling Grades Assessment Attendance

The selected students were updated.