

Delaware Certificate of Multiliteracy School Counselor Guidance



Certificate of Multiliteracy

On July 21, 2017, Governor Carney signed [House Joint Resolution 4](#) which establishes the [Delaware Certificate of Multiliteracy](#) as an award that recognizes and honors high school students who have attained a high level of proficiency in one or more languages in addition to English. The Certificate of Multiliteracy is Delaware's version of the [Seal of Bilingualism](#) which has been established in 25 other states and the District of Columbia to celebrate and promulgate the learning of languages as a crucial 21st century career and workplace skill.

The **Certificate of Multiliteracy** can be used as a credential to help differentiate students as applicants for jobs, college entrance or the military.

High School Counselors will play an important role in verifying student eligibility for the Certificate of Multiliteracy as well as notifying the Department of Education of students applying for the Certificate.

High school students are responsible for reviewing the guidelines and requirements for the Delaware Certificate of Multiliteracy and consulting with either a World Language or English Learner teacher at the school about assessments they would need to verify their level of language proficiency. A [list of these assessments](#) is provided for your convenience. Students should then complete a [Certificate of Multiliteracy Student Application](#) and submit that to their counselor with official documentation of their proficiency levels from the approved assessments.

Once an application is received, counselors then verify that the student has met the criteria for receiving either the Gold or Diamond Level of the Certificate of Multiliteracy. All that is needed is a simple addition the State Seal Section of the Graduation screen in the Infinite Campus that alerts the Department of Education that the student has met the criteria.

Counselors may submit the application in Infinite Campus at any time; however, the DOE will process Infinite Campus submissions on the first working day of the months of November, February and May. Counselors will receive student certificates via state mail within 30 days. It is advised to keep the student application on file in case the state needs to verify student information at any point.

If a student is a senior who is still awaiting AP or IB scores, the student's application should still be submitted in Infinite Campus so that it is received during the **May** pull-down. The date of the AP or IB exam will alert DOE that the student is waiting for scores. Counselors will receive a medallion for this student, but the official certificate will be processed once scores are verified by **July 15** and then mailed directly to the student. If a district or charter submits names to DDOE after the May 1st deadline but before July 15th of that school year, medallions and certificates will be available for pick up by the district or charter at the end of July. It will be up to the district or charter to disseminate the medallions and certificates to the students.

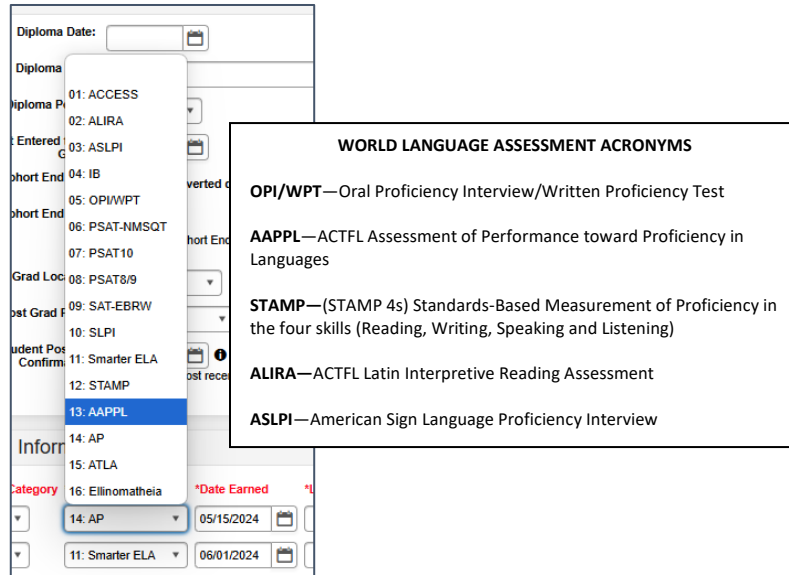
Infinite Campus Submission

To submit a Certificate of Multiliteracy application in Infinite Campus, locate the **State Seal Information** submission section located at the bottom of the **Graduation Screen**.

The screenshot displays the 'Graduation' screen in Infinite Campus. At the top, there are fields for 'Student #' and 'Grade: 09 DOB:'. Below these are buttons for 'Save', 'Edit State Graduation Record', and 'Publish State Graduation Records'. A warning message states: 'The following fields can only be filled out once a student has entered 9th grade: Date First Entered the 9th Grade, NGA Cohort End Year, NCLB Cohort End Year'. The main form is divided into sections: 'State Graduation Record' (with 'Earliest Grade 9 Enrollment Information' and 'Enrollment Data'), 'Calendar: 25', 'Graduation Detail: General Graduation Information' (with fields for 'Diploma Date', 'Diploma Type', 'Diploma Period', 'Date First Entered the 9th Grade', 'NGA Cohort End Year', 'NCLB Cohort End Year', 'Post Grad Location', 'Post Grad Plans', and 'Student Post Grad'), and 'State Seal Information' at the bottom. A blue arrow points from the 'State Seal Information' section of the main form to a larger, detailed view of the 'State Seal Information' section below. This detailed view includes a table with columns: '*Certificate Category', '*Assessment Title', '*Date Earned', '*Language', '*Certificate Review Date', and 'Certificate Issue Confirm (DOE only)'. There are two rows of data: one for '2: Gold' with '14: AP' assessment, '05/15/2024' date, and 'Spanish (spa)' language; and another for '2: Gold' with '11: Smarter ELA' assessment, '06/01/2024' date, and 'English (eng)' language. An 'Add State Seal' button is located at the bottom left of this section.

First, counselors will need to identify the languages for the Certificate—English and the world language. The drop-down menu provides a rather exhaustive list of possible languages. In some instances, a student may be applying for certificates in multiple languages. If so, simply add the additional languages in an additional row.

Second, counselors need to identify the assessments for demonstrating language proficiency. For English, the choices are SMARTER ELA, ACCESS, PSAT 8/9, PSAT 10, PSAT NMSQT or SAT-EBRW. For a world language, the choices are: OPI/WPT, AAPPL, STAMP, ALIRA, ASLPI, SLPI, Ellinomatheia, AP or IB.



Third, counselors need to indicate the date that these assessments were taken.

And **fourth**, based on the criteria for either the Gold or Diamond Level certificate, the counselor selects for which level the student qualifies. Counselors should review the [Criteria for the Certificate](#).

Then the counselor presses **SAVE** which then submits the information to the DOE.

Additional information can be found in the [Frequently Asked Questions](#) document located on the DOE [Delaware Certificate of Multiliteracy](#) website. You may also contact cert.multilit@doe.k12.de.us with any questions you may have.