



## Checklist to get Graduation Seals to print on student transcripts

### **Seal of Biliteracy**

- Navigate to SIS-Student-Edit Profile and the FN-Graduate Tab
- Pull the languages from the left to the right for the field **Proficient Foreign Languages**
- Navigate to SIS > Student > Graduation Points > Student Exemptions / Requirements
- Check the box for State Seal of Biliteracy (Ohio) under the **State System of Diploma Seals Earned** area

### **All Other Seals:**

Citizenship, College-Ready, Community Service, Fine and Performing Arts, Honors Diploma, Industry-Recognized Credential, Military Enlistment, OhioMeans Jobs, Science, Student Engagement, and Technology

- Navigate to SIS > Student > Graduation Points > Student Exemptions / Requirements
- Check the appropriate box **State System of Diploma Seals Earned** area  
*NOTE: The College-Ready Seal gets automatically checked when a student's ACT or SAT scores have been entered into DASL, and they meet remediation free score.*