



10 STEPS TO

Process the Nebraska Seal of Bilitieracy



01.

Application

(Closes April 1st, August 1st, and November 1st)

- April Round: December 2nd – April 1st
- August Round: May 2nd – August 1st
- November Round: September 2nd – November 1st.
- Applications will be closed for a month after each round.

- Go through the applications
- Delete incomplete applications
- Delete invalid applications

02.

Data Cleaning

(1 day)



- Rename application documents
- Initial review to identify missing documents
- Sort documents for the review meeting



03.

Review Preparation

(4-5 days)

- Schedule review meeting
- Review board meets
- Review work

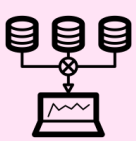
04.

Review Process

(5 days)



- Go over the review results
- Identify missing documents
- Send missing material request
- Consolidate review results, parent consent, and medallion purchase records
- Draft News Release and send for approval



05.

Data Consolidation

(4-5 days)

- Create templates with updated information
- Create digital certificates
- Create digital award letters
- Rename all documents
- Create combined documents for printing

06.

Document Creation

(1-2 days)



- Send certificates for printing
- Print award letter



07.

Printing

(7 days)

- Print address labels
- Match certificates with letters
- Match seals and medals

08.

Assembling

(1 day)



- Put address labels on envelopes
- Assemble packets based on records
- Put packets in the mail.



09.

Mailing

(1 day)

- Email individual students, parents, and teachers
- Send reminder email for news release
- Get the news release notification
- Share the news release via email, Facebook, and X (twitter previously)

10.

Announcement

(3-5 days)

