**Evidence Checklist:** The evidence checklist assists academies with completing the Fast Track Assessment, specifically with gathering the required evidence to validate the accomplishment of strategic actions.  
Note: For strategic actions not yet accomplished, the academy team should prepare for a discussion during the Fast Track validation visit to ensure an understanding of NAF’s expectations during the academy’s launch year. *Refer to* [*NAF Academy Standards*](https://assets.ctfassets.net/mb5xi7u8wemi/7zqefAQgx3gEUH4C1KawVy/4612afa5dd33a23393821d2582b75c4c/NAF_Academy_Standards.pdf)*.*

Evidence Collection & Upload: Use the evidence checklist as a guide to download evidence templates and supporting documents. Upload electronic evidence directly into the online Fast Track Assessment for review by the academy portfolio manager no less than two weeks before the validation meeting. To complete the upload, click on the icon adjacent to each designated strategic action.   
Note: No additional evidence is necessary if the academy uploads a completed evidence template.

Evidence Collection Progress: Use the active checkboxes in the last column of the evidence checklist to self-assess progress in collecting evidence for completion of strategic actions and executing evidence upload into the online Fast Track Assessment.

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| --- | --- | --- | --- | --- |
| **Academy Name:** | | | **Review Date: Click Here** | |
| **Strategic Actions** | | **Recommended Evidence or Practices** | **Resource/Support** | **Evidence Completed and Uploaded**  **✓** |
| **Element 1: Academy Development & Structure** | **1.1.a**  ***Enrollment*** | ☐ Provide a link to district policy or an academy application/brochure describing an open choice enrollment process | [Brochure Template](https://ash.naf.org/public/downloadable-resource/index/brochure-template) |  |
| **1.1.b**  ***Academy***  ***Recruitment*** | ☐ Provide academy enrollment for each operating grade | Download the [Academy Enrollment Template](https://ash.naf.org/public/downloadable-resource/index/academy-enrollment-template), complete, and upload |  |
| **1.2.a**  ***Personalized Learning Environment*** | ☐ Provide examples of how the academy fosters a personalized learning environment | Download the [Personalized Learning Environment Template](https://ash.naf.org/public/downloadable-resource/index/personalized-learning-environment-template), complete, and upload |  |
| **1.3.a**  ***Data Collection & Review*** | ☐ Provide examples of how the academy collects, analyzes, and reports academy data to inform academy practices | Download the [Data Review Process Template](https://ash.naf.org/public/downloadable-resource/index/data-review-process-template), complete, and upload |  |
| **1.3.b**  ***Action Planning*** | ☐ Provide an action plan with goals and strategic actions or a link to the district action plan related to academy development | Download the [Action Plan Template](https://ash.naf.org/public/downloadable-resource/index/action-plan-template), complete, and upload |  |
| **1.4.a**  ***Academy***  ***Leadership*** | ☐ Provide the names and roles of staff responsible for managing the academy program | Download the [Team Roster Template](https://ash.naf.org/public/downloadable-resource/index/academy-team-roster-template), complete, and upload |  |
| **1.4.b**  ***Academy***  ***Leadership*** | ☐ Provide the names and roles of staff who oversee college and career readiness activities | If applicable, refer to evidence provided for 1.4.a |  |
| **1.4.c**  ***NAF Ambassadors*** | ☐ Provide examples of how academy leaders share  college and career readiness best practices | Download the [Ambassadors' Template](https://ash.naf.org/public/downloadable-resource/index/leaders-as-ambassadors-evidence-template), complete, and upload |  |
| **1.5.a**  ***Academy Team Collaboration*** | ☐ Provide a schedule of common planning (more than three academy team members) or agenda from the academy team’s most recent collaborative planning session | [Meeting Agenda Template](https://ash.naf.org/public/downloadable-resource/index/academy-design-team-agenda-template) |  |
| **1.5.b**  ***Professional  Learning*** | ☐ Provide a list of professional learning events such as NAF Next or other CTE professional learning sessions | Download the [Professional Learning Template](https://ash.naf.org/public/downloadable-resource/index/professional-learning-evidence-template), complete, and upload |  |

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| **Strategic Actions** | | **Recommended Evidence or Practices** | **Resource/Support** | **Evidence Completed and Uploaded**  **✓** |
| **Element 2: Advisory Board** | **2.1.a**  ***Membership*** | ☐ Provide advisory board roster with roles and responsibilities | [Advisory Board Overview](https://ash.naf.org/public/downloadable-resource/index/advisory-board-overview)  [Partner Interest Survey](https://ash.naf.org/public/downloadable-resource/index/partner-interest-survey) |  |
| **2.1.b**  ***Planning and By-laws*** | ☐ Provide an updated annual strategic plan and  current by-laws | [AB Strategic Plan Template](https://ash.naf.org/public/downloadable-resource/index/strategic-plan-template)  [AB By-laws Template](https://ash.naf.org/public/downloadable-resource/index/advisory-board-by-laws) |  |
| **2.2.a**  ***Support for Learning*** | ☐ Provide examples of how the advisory board supports student learning | Download the [AB Support for Learning Template](https://ash.naf.org/public/downloadable-resource/index/advisory-board-support-for-learning-template), complete, and upload |  |
| **2.3.a**  ***Support for Sustainability*** | ☐ Provide examples of how the advisory board promotes the academy in alignment with workforce development needs | Download the [AB Activities Template](https://ash.naf.org/public/downloadable-resource/index/advisory-board-evidence-template), complete, and upload |  |
| **Element 3: Curriculum & Instruction** | **3.1.a**  ***Program of Study*** | ☐ Provide the academy’s approved Program of Study courses | Download the [Program of Study Template](https://ash.naf.org/public/downloadable-resource/index/program-of-study-template), complete, and upload |  |
| **3.1.b**  ***NAFTrack Certification*** | ☐ Provide virtual meeting dates or agenda that includes a NTC overview | [NAF's Program of Study Flyer](https://ash.naf.org/public/downloadable-resource/index/naf-program-of-study-flyer) |  |
| **3.1.c**  ***Authentic  Projects*** | ☐ Provide the academy’s career-themed integration plan using authentic project learning experiences | Download the [Authentic Project Learning Template](https://ash.naf.org/public/downloadable-resource/index/authentic-learning-project-template), complete, and upload |  |
| **3.2.a**  ***College Readiness*** | ☐ Provide academy’s college & career readiness events that build students' college knowledge | Download the [College & Career Readiness Template](https://ash.naf.org/public/downloadable-resource/index/college-readiness-evidence-template), complete, and upload |  |
| **3.2.b**  ***Postsecondary Options*** | ☐ Provide academy’s advanced academics and postsecondary education options such as dual enrollment, industry certifications, and Advanced Placement | Download the [Advanced & Postsecondary Template](https://ash.naf.org/public/downloadable-resource/index/advanced-and-postsecondary-education-options-template), complete, and upload |  |
| **3.2.c**  ***NAFTrack***  ***Certification*** | ☐ Provide a letter of support from the district or school leader detailing support of NTC in the absence of a fully executed district agreement |  |  |
| **Element 4: Work-Based Learning** | **4.1.a**  ***Work-Based Learning*** | ☐ Provide the process the academy uses to collect and analyze student participation in the entire continuum of work-based learning activities | [WBL Tracker Template](https://ash.naf.org/public/downloadable-resource/index/work-based-learning-tracking-spreadsheet) |  |
| **4.1.b**  ***WBL Continuum*** | ☐ Provide the work-based learning experiences for each operating grade in the academy | Download the [WBL Plan and Calendar Template](https://ash.naf.org/public/downloadable-resource/index/work-based-learning-plan-and-calendar), complete, and upload |  |
| **4.2.a**  ***Internship*** | ☐ Provide a list of academy internships detailing at least 20%  of graduating seniors completing an internship |  |  |
| **4.2.b**  ***Internship*** | ☐ Provide the names and roles of staff who oversee  work-based program and internships | If applicable, refer to 1.4.a evidence |  |