



Evidence Checklist: The checklist assists academies in completing the Fast Track Assessment by guiding them to gather the necessary evidence to validate the accomplishment of strategic actions. *Note:* The academy design team will review uncompleted strategic actions to confirm understanding and commitment for implementation once the academy launches.

- Review: [NAF Academy Standards](#)

Evidence Collection & Upload: Follow these steps to collect and upload evidence for the Fast Track Assessment.

- Use the evidence checklist as a guide to download templates and supporting documents.
- Upload electronic evidence directly into the online Fast Track Assessment.
- Ensure all evidence is uploaded no later than two weeks before the graduation meeting.
- Click on the  icon next to each strategic action to upload evidence OR use the  icon to add a note.

Note: No additional evidence is necessary if the academy uploads a completed evidence template.

Evidence Progress Tracking: Use the checkboxes to monitor your progress in collecting evidence for each strategic action.

Academy Name:		Review Date:	
Strategic Actions	Recommended Evidence or Practices	Resource/Support	Evidence Uploaded
Element 1: Academy Development & Structure	1.1.a <i>Enrollment</i>	Provide a link to district policy or an academy application/brochure describing an open choice enrollment process. Brochure Template	<input type="checkbox"/>
	1.1.b <i>Academy Recruitment</i>	Provide academy enrollment for each operating grade. Academy Enrollment Template	<input type="checkbox"/>
	1.2.a <i>Personalized Learning Environment</i>	Provide examples of how the academy fosters a personalized learning environment. Personalized Learning Environment Template	<input type="checkbox"/>
	1.3.a <i>Data Collection & Review</i>	Provide examples of how the academy collects, analyzes, and reports academy data to inform academy practices. Data Review Process Template	<input type="checkbox"/>
	1.3.b <i>Action Planning</i>	Provide an action plan with goals and strategic actions or a link to the district action plan for continuous academy development. Add the link to the Action Plan home page in Notes section or Action Plan Template	<input type="checkbox"/>
	1.4.a <i>Academy Leadership</i>	Provide the names and roles of staff responsible for managing the academy program. Team Roster Template	<input type="checkbox"/>
	1.4.b <i>Academy Leadership</i>	Provide the names and roles of staff who support college and career readiness activities. If applicable, refer to evidence provided for 1.4.a	<input type="checkbox"/>
	1.4.c <i>Academy Ambassadors</i>	Provide example(s) of how academy leaders share college and career readiness best practices. Ambassadors' Template	<input type="checkbox"/>
	1.5.a <i>Academy Team Collaboration</i>	Provide a schedule of common planning for more than three academy team members or an agenda from the academy team's most recent collaborative planning session. Meeting Agenda Template	<input type="checkbox"/>
	1.5.b <i>Professional Learning</i>	Provide a list of professional learning events such as NAF Next or other CTE professional learning sessions. Professional Learning Template	<input type="checkbox"/>

Strategic Actions	Recommended Evidence or Practices	Resource/Support	Evidence Uploaded	
Element 2: Advisory Board	2.1.a <i>Membership</i>	Provide advisory board roster with roles and responsibilities.	AB Roster Template Starting AB Checklist	<input type="checkbox"/>
	2.1.b <i>Planning and By-laws</i>	Provide a current annual strategic plan and current by-laws.	AB Strategic Plan Template AB By-laws Template	<input type="checkbox"/>
	2.2.a <i>Support for Learning</i>	Provide examples of how the advisory board supports student learning.	AB Support for Learning Template	<input type="checkbox"/>
	2.3.a <i>Support for Sustainability</i>	Provide examples of how the advisory board promotes the academy in alignment with workforce development needs.	AB Activities Template	<input type="checkbox"/>
Element 3: Program of Study	3.1.a <i>Program of Study</i>	Provide the academy's career-connected Program of Study.	Program of Study Template	<input type="checkbox"/>
	3.1.b <i>Authentic Projects</i>	Provide the academy's plan for integrating authentic project learning experiences.	Authentic Project Learning Template	<input type="checkbox"/>
	3.2.a <i>College Readiness</i>	Provide academy's college & career readiness activities that build students' college knowledge.	College & Career Readiness Template	<input type="checkbox"/>
	3.2.b <i>Postsecondary Options</i>	Provide academy's advanced academics and postsecondary education options such as dual enrollment, industry certifications, and Advanced Placement.	Advanced & Postsecondary Template	<input type="checkbox"/>
	3.2.c <i>NAFTrack Certification</i>	Provide a letter of support from the district or school leader detailing support for NTC if a NAF membership agreement is unavailable.		<input type="checkbox"/>
Element 4: Work-Based Learning	4.1.a <i>Work-Based Learning Continuum</i>	Provide the work-based learning calendar for each operating grade in the academy.	WBL Plan & Calendar Template WBL Activity Definitions	<input type="checkbox"/>
	4.1.b <i>Work-Based Learning Program</i>	Provide example(s) of how academy supports students for each checked selection. Example: Notes/reports from school/district generated student check-in forms.	Overview of 3 Outcomes of ODWBL	<input type="checkbox"/>
	4.1.c <i>Student Voice</i>	Provide the process the academy will use to collect student input to guide work-based learning program planning. Example tools: NAF WBL Reflection Form, NAF Student Survey.	WBL Reflection Form Questions	<input type="checkbox"/>
	4.2.a <i>WBL Tracking</i>	Provide evidence that supports at least 15% of graduating seniors completing a career preparation experience.	ODWBL Overview WBL Participation Tracker & Reflection Form Overview	<input type="checkbox"/>
	4.2.b <i>Internships</i>	Provide a list of academy internships detailing at least 20% of graduating seniors completing an internship.	Prepare for Internships	<input type="checkbox"/>
	4.2.c <i>WBL Participation & Equity</i>	No Evidence Required (unscored) Consult PM to support validation meeting discussion and commitment to implementing the strategic action.	N/A	<input type="checkbox"/>
	4.2.d <i>WBL Participation & Equity</i>	No Evidence Required (unscored) Consult PM to support validation meeting discussion and commitment to implementing the strategic action.	N/A	<input type="checkbox"/>