



**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 will prepare for a discussion during the Fast Track validation meeting to ensure an understanding and commitment to implement the strategic action during the academy’s launch year ([NAF Academy Standards](#)).

**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 (PM) no less than two weeks before the validation meeting. To complete the upload, click on the  icon adjacent to each designated strategic action or the  icon to add a note about a strategic action selection. *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 the completion of strategic actions and executing evidence upload into the online Fast Track Assessment.

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

Strategic Actions		Recommended Evidence or Practices	Resource/Support	Evidence Uploaded
<b>Element 2: Advisory Board</b>	<b>2.1.a</b> <i>Membership</i>	Provide advisory board roster with roles and responsibilities	<a href="#">AB Leadership Roles</a> <a href="#">Partner Interest Survey</a>	<input type="checkbox"/>
	<b>2.1.b</b> <i>Planning and By-laws</i>	Provide an updated annual strategic plan and current by-laws	<a href="#">AB Strategic Plan Template</a> <a href="#">AB By-laws Template</a>	<input type="checkbox"/>
	<b>2.2.a</b> <i>Support for Learning</i>	Provide examples of how the advisory board supports student learning	<a href="#">AB Support for Learning Template</a>	<input type="checkbox"/>
	<b>2.3.a</b> <i>Support for Sustainability</i>	Provide examples of how the advisory board promotes the academy in alignment with workforce development needs	<a href="#">AB Activities Template</a>	<input type="checkbox"/>
<b>Element 3: Curriculum &amp; Instruction</b>	<b>3.1.a</b> <i>Program of Study</i>	Provide the academy's career-connected Program of Study	<a href="#">Program of Study Template</a>	<input type="checkbox"/>
	<b>3.1.b</b> <i>Authentic Projects</i>	Provide the academy's plan for using authentic project learning experiences	<a href="#">Authentic Project Learning Template</a>	<input type="checkbox"/>
	<b>3.2.a</b> <i>College Readiness</i>	Provide academy's college & career readiness activities that build students' college knowledge	<a href="#">College &amp; Career Readiness Template</a>	<input type="checkbox"/>
	<b>3.2.b</b> <i>Postsecondary Options</i>	Provide academy's advanced academics and postsecondary education options such as dual enrollment, industry certifications, and Advanced Placement	<a href="#">Advanced &amp; Postsecondary Template</a>	<input type="checkbox"/>
	<b>3.2.c</b> <i>NAFTrack Certification</i>	Provide a letter of support from the district or school leader detailing support of NTC in the absence of a fully executed NAF membership agreement	TBD	<input type="checkbox"/>
<b>Element 4: Work-Based Learning</b>	<b>4.1.a</b> <i>Work-Based Learning Continuum</i>	Provide the work-based learning calendar for each operating grade in the academy	<a href="#">WBL Calendar &amp; Brainstorming Template</a>	<input type="checkbox"/>
	<b>4.1.b</b> <i>Work-Based Learning Program</i>	No Evidence Required (unscored) Consult PM to support validation meeting discussion and commitment to implementing the strategic action	If applicable, refer to evidence provided for 4.1.a	<input type="checkbox"/>
	<b>4.1.c</b> <i>Student Voice</i>	No Evidence Required (unscored) Consult PM to support validation meeting discussion and commitment to implementing the strategic action	<a href="#">WBL Reflection Form Questions</a>	<input type="checkbox"/>
	<b>4.2.a</b> <i>WBL Tracking</i>	Provide evidence that supports at least 15% of graduating seniors completing a career preparation experience	<a href="#">WBL Participation Tracker &amp; Reflection Form Overview</a>	<input type="checkbox"/>
	<b>4.2.b</b> <i>Internships</i>	Provide a list of academy internships detailing at least 20% of graduating seniors completing an internship	<a href="#">Prepare for Internships</a>	<input type="checkbox"/>
	<b>4.2.c</b> <i>WBL Participation &amp; 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"/>
	<b>4.2.d</b> <i>WBL Participation &amp; 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"/>