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| **High School Name** |  |

Virtual Onboarding Interview – 00/00/00 **(TBD)**

Suggested Attendees: Academy Lead (Director), Principal, Career Teachers, Counselor, Core Teachers, Superintendent, and NAF Portfolio Manager (possibly Advisory Board Member)

**Academy Onboarding Interview:** NAF will conduct a meeting with core members of the Academy Design Team (ADT) to align resources & supports. *Note:* The onboarding interview is virtual.

**Interview Preparation:** Please review the following information. The ADT will:

* Submit draft interview response and signed letters of support at least two weeks before the interview.
* Review NAF’s educational design which consists of four essential elements of practice:
Academy Development & Structure, Curriculum & Instruction, Advisory Board, and Work-Based Learning.
	+ Refer to [NAF Academy Standards](https://assets.ctfassets.net/mb5xi7u8wemi/7zqefAQgx3gEUH4C1KawVy/4612afa5dd33a23393821d2582b75c4c/NAF_Academy_Standards.pdf)
* Examine [Academy Design Team (ADT) Preparation](https://assets.ctfassets.net/mb5xi7u8wemi/3VSFCQz5IFil1UeSqv5Dd8/c5887756a8565065854353bbf6d4b7e2/ADT_Preparation.docx) guide.
* Review [NAFTrack Certification Program of Study](https://assets.ctfassets.net/mb5xi7u8wemi/5w96ZnNyfbCONICwvN9vMg/4743e7c9a70a3f27d1d2bafd38bf6c1e/NAF_Program_of_Study.pdf) requirements.
* Suggest three possible dates/times for the interview to Jennifer Geisler, Director of Emerging Academies.

**Instructions:** The ADT reviews the following guiding questions or prompts to reach a team consensus before the interview. *Upon consensus,* *submit the draft response and signed letters of support to* *jgeisler@naf.org* *at least two weeks* ***before*** *the interview.* ***Note: The timely submission allows sufficient time for NAF review.***

1. **Letters of Support**

Submit 3-5 signed letters of support two weeks before the interview. Mandatory letters of support of the NAF academy include District, School Principal, and Community/Business.

1. **Interest**
* What are the expected outcomes for the district/school?
* What are the expected outcomes for the students?
* What are the anticipated outcomes for the community?
1. **Demographics & Academic Performance**
* Provide a description of the school district, school site, and community.
* Outline the demographic overview of the district, school, and community.
* Summarize the academic performance of the district/school: graduation rates, population, and ethnic representation.
* Describe the district’s enrollment process for special programs. NAF requires an open, choice-based enrollment policy without restrictions concerning students’ grade point average, attendance, special needs, and disciplinary record.
1. **Recruitment Efforts**

The enrollments of a minimum of 50 or more students per grade level for large schools and 20 or more students per grade level for small schools (<1000 students) are requirements of NAF academies.

* Is it feasible that the school can reach and maintain these enrollment requirements?
* What are the school’s recruitment plans and the recruitment goals for the academy?
* What is the anticipated program length for students enrolled in the academy?
1. **Academy Design Team (ADT) Preparation**

The first step in building an academy is recruiting members of the ADT that focuses on designing an academy based on NAF’s educational design. The ADT is a cross-functional team that ensures the entire school community supports the initiative.

* Who will serve on the ADT?
* Who is currently on the ADT? Discuss roles and expectations.
* Who is missing from the ADT? What are the school’s outreach efforts to fill the missing roles?
* How will the school involve parents, students, and postsecondary education leaders?
* What are the roles of the business partners in the ADT and their connection to students?
* How is postsecondary education incorporated into the school?
* Does the district/school have articulation agreements with postsecondary education institutions?
1. **Program of Study/Integration**
* How will the core academics and counselors support the academy?
* Does the school currently use project-based learning?
* Is there interdisciplinary teaching or career pathway integration within the school?
* What career cluster is of interest to the students and school community?
* What are the curricular options for the designated career cluster?
* Will the school offer a program of study that enables all students the opportunity to become NAFTrack Certified?
1. **Academic/Social Emotional Support Programs**
* How does the school identify students who may be potential dropouts?
* What kinds of support/intervention programs does the school offer?
* How will the school ensure academy students’ success if they require remediation and special needs assistance?
1. **District/School Administration Support and Academy Leadership**
* How will school administrators be involved with this academy?
* Will there be release time for the academy site coordinator to support academy functions or will an identified team with clearly defined responsibilities manage all aspects of the academy program?
* Will the school administration provide common planning or designated release time for the academy team to discuss the academy and student performance?
* Will the district/school consider funding for members of the ADT to attend the annual professional learning conference, NAF Next. NAF strongly recommends attendance annually.
1. **School Improvement Plan**
* How does the school improvement plan support college and career readiness?
* How does the school improvement plan relate to the district goals and state mandates?
* How will starting an academy program help achieve the school improvement goals?
1. **Financial Requirements**
* Has the school/district identified the financial resources to cover the Year of Planning and annual membership fees as follows:
* Year of Planning $12,000.00
* Membership $ 2,000.00/annual