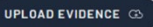**Evidence Checklist:** The checklist assists academies in completing the Year of Planning (YOP) Assessment by guiding them to gather the necessary evidence to validate the accomplishment of strategic actions. A <mark>highlighted</mark> strategic action signifies that evidence is required to verify its achievement.

- Review: NAF Academy Standards

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

1. Use the evidence checklist as a guide to download templates and supporting documents.
2. Upload electronic evidence directly into the online YOP Assessment.
3. Ensure all evidence is uploaded no later than two weeks before the graduation meeting.
4. Click on the [UPLOAD EVIDENCE ⊙] icon next to each strategic action to upload evidence OR use the [NOTES 💬] 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** *Enrollment*	Provide a link to district policy **or** an academy application describing an open choice enrollment process.	Add the district URL in the Notes section — Counselor's Packet	☐
	1.1.b *Academy Recruitment*	Provide academy recruitment plan, academy brochure, or other recruitment materials.	Brochure Template — Student Recruitment Guide — Academy Website Guide	☐
	1.2.a *Personalized Learning Environment*	No Evidence Required — During the graduation meeting discuss your commitment to implementing the strategic action.	Personalized Learning Environment Template	☐
	1.3.a *Data Collection & Review*	No Evidence Required — During the graduation meeting discuss your commitment to implementing the strategic action.	Data Review Process Template — Data Collection Template	☐
	1.3.b *Action Planning*	Utilize Action Planning Tool in ASH or action plan template to set and measure progress on goals and strategic actions.	Add the link to the online Action Plan in Notes section or Action Plan Template	☐
	1.4.a *Academy Leadership*	Provide the names and roles of staff responsible for managing the academy program.	Team Roster Template	☐
	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 *Academy Ambassadors*	Provide example(s) of how academy leaders share college and career readiness best practices.	Ambassadors' Template	☐
	1.5.a *Academy Team Collaboration*	Provide a schedule of common planning or agenda/minutes from the academy team's most recent collaborative planning session.	Meeting Agenda Template	☐
	1.5.b *Professional Learning*	Provide a list of professional learning events that include the date and attendees.	Professional Learning Template	☐

	Strategic Actions	Recommended Evidence or Practices	Resource/Support	Evidence Uploaded
Element 2: Advisory Board	**2.1.a** *Membership*	Provide employer engagement plan focused on community representation **or** advisory board roster with roles and responsibilities.	AB Roster Template AB Development Plan Charting Potential Partners	☐
	2.1.b *Planning and By-laws*	No Evidence Required During the graduation meeting discuss your commitment to implementing the strategic action.	AB Strategic Plan Template AB By-laws Template	☐
	2.2.a *Support for Learning*	No Evidence Required During the graduation meeting discuss your commitment to implementing the strategic action.	AB Support for Learning Template	☐
	2.3.a *Support for Sustainability*	No Evidence Required During the graduation meeting discuss your commitment to implementing the strategic action.	AB Activities Template	☐
Element 3: Program of Study	**3.1.a** *Program of Study*	Provide the academy's career-connected Program of Study.	Program of Study Template	☐
	3.1.b *Authentic Projects*	Provide the academy's plan for using authentic project learning experiences that support the Launch Year grade level.	Authentic Project Learning Template	☐
	3.2.a *College Readiness*	Provide academy's college & career readiness plan.	College & Career Readiness Template	☐
	3.2.b *Postsecondary Options*	Provide academy's advanced academics and postsecondary education options such as dual enrollment, industry recognized certifications, and Advanced Placement.	Advanced & Postsecondary Template	☐
	3.2.c *NAFTrack Certification*	No Evidence Required During the graduation meeting discuss your commitment to implementing the strategic action.	NTC Student Progress Report	☐
Element 4: Work-Based Learning	**4.1.a** *Work-Based Learning Continuum*	Review the work-based learning continuum and determine the awareness activities that support the Launch Year grade level.	WBL Plan & Calendar Template WBL Activity Definitions	☐
	4.1.b *Work-Based Learning Program*	No Evidence Required During the graduation meeting discuss your commitment to implementing the strategic action.	Overview of 3 Outcomes of ODWBL	☐
	4.1.c *Student Voice*	No Evidence Required During the graduation meeting discuss your commitment to implementing the strategic action.	WBL Reflection Form Questions	☐
	4.2.a *WBL Tracking*	No Evidence Required During the graduation meeting discuss your commitment to implementing the strategic action.	ODWBL Overview WBL Participation Tracker & Reflection Form Overview	☐
	4.2.b *Internships*	No Evidence Required During the graduation meeting discuss your commitment to implementing the strategic action.	Prepare for Internships	☐
	4.2.c *WBL Participation & Equity*	No Evidence Required (unscored) During the graduation meeting discuss your commitment to implementing the strategic action.	N/A	☐
	4.2.d *WBL Participation & Equity*	No Evidence Required (unscored) During the graduation meeting discuss your commitment to implementing the strategic action.	N/A	☐