
Academy Assessment Evidence Checklist

2022-23

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| **Strategic Actions** | **Description of Suggested Evidence** | **Source of Evidence** | **Evidence Completed and Uploaded****✓** |
| **Element 1: Academy Development & Structure**  | **1.1.a*****Enrollment*** | * District policy or an academy application/brochure showing an open choice enrollment process
 | Upload academy document or URL to the school/district site. |[ ]
|  | **1.1.b*****Academy*** ***Recruitment*** | Recruitment efforts increase student enrollment each year to meet the threshold criteria | Populated from the Quality Center’s Academy Enrollment form and NAFTrack.  |[ ]
|  | **1.2.a*****Personalized Learning Environment*** | Document how the academy fosters a personalized learning environment | Download the [Personalized Learning Environment Template](https://go.naf.org/personalized_learning_environment), complete, and upload. |[ ]
|  | **1.3.a*****Data Collection & Review*** | Document how academy uses academy-level, student-level & disaggregated data to inform academy practices | Upload example for each selection. |[ ]
|  | **1.3.b*****Action Planning*** | Link to an updated 2022-23 Action Plan in ASH or upload an updated action plan in AA  | Upload link or academy document. |[ ]
|  | **1.4.a*****Academy*** ***Leadership*** | Provide the names and roles of staff responsible for managing the academy program | Upload academy document. |[ ]
|  | **1.4.b*****Academy*** ***Leadership*** | Provide the names and roles of staff who oversee college and career readiness activities | Upload academy document. |[ ]
|  | **1.4.c*****NAF Ambassadors*** | * Document how academy leaders share college and career readiness best practices with other leaders at local, state, or national levels
 | Upload academy document. |[ ]
|  | **1.5.a** ***Academy Team Collaboration*** | * Provide minutes or agenda from the academy team’s most recent collaborative planning session
 | Upload minutes/agenda. |[ ]
|  | **1.5.b*****Professional Learning*** | List of professional learning events such as NAF Next and NAF sponsored or CTE professional learning experiences | Download the [Professional Learning Template](https://go.naf.org/professional_learning), complete, and upload.  |[ ]

The evidence checklist assists academies with completing the Academy Assessment (AA), specifically with gathering the required evidence to verify the accomplishment of designated strategic actions. There are three sources for AA evidence and academy data: 1) automatically populated from annual data collection in the Quality Center found in the Academy Support Hub (ASH) or NAFTrack, 2) academy-generated documentation, and 3) academy-completed AA evidence templates.



To upload evidence in the online AA, click on the icon adjacent to each designated strategic action. Download the evidence templates using the links provided, fill in the templates, and use the icon to upload the completed templates. No additional evidence is required if an academy uploads a completed evidence template. The highlighted strategic actions have required thresholds for Model and Model/Distinguished academy status.

*Use the active checkboxes in the last column of the AA evidence checklist to self-assess academy progress on updating annual data collection in the Quality Center (ASH) and NAFTrack, completing evidence templates, and uploading evidence documents in the online AA.*

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| **Strategic Actions** | **Description of Suggested Evidence** | **Source of Evidence** | **Evidence Complete and Uploaded****✓** |
| **Element 2: Advisory Board** | **2.1.a*****Membership*** | List of 10+ advisory board (AB) members in the Quality Center’s Advisory Board form with at least 80% from business, industry, civic, and postsecondary education sectors  | Populated from the Quality Center’s Advisory Board form. |[ ]
|  | **2.1.b*****Planning and*** ***By-laws*** | Updated AB 2022-23 strategic plan and current by-laws  | Upload AB documents. |[ ]
|  | **2.2.a*****Support for Learning*** | Documentation of checked selections in the AA - examples of how AB members support student learning | Upload AB support for learning example documents.  |[ ]
|  | **2.3.a*****Support for Sustainability*** | AB activities as follows: workforce development meetings with local civic leaders to build talent pipelines and fundraising to sustain academy activities | Download the [WBL/AB Activities Template](https://go.naf.org/advisory_board), complete, and upload.  |[ ]
| **Element 3: Curriculum & Instruction** | **3.1.a*****Program of Study***  | Provide a list of academy’s approved Program of Study courses | Download the [Program of Study Template](https://go.naf.org/program_of_study), complete, and upload. |[ ]
|  | **3.1.b*****NAFTrack Certification*** | NAFTrack – Percentage of 2021-22 seniors meeting all course requirements for NAFTrack Certification | Populated from NAFTrack. |[ ]
|  | **3.1.c*****Authentic Projects*** | Description of academy’s authentic learning projects  | Download the [Authentic Learning Project Template](https://go.naf.org/authentic_learning_project), complete, and upload.  |[ ]
|  | **3.2.a*****College Readiness***  | List of college activities that build students' college knowledge | Download the [Student College Readiness Activity Template](https://go.naf.org/college_readiness), complete, and upload. |[ ]
|  | **3.2.b*****Postsecondary Options*** | List postsecondary education options such as dual enrollment, industry certifications, and Advanced Placement (AP) | Validated from NAFTrack course enrollment and Quality Center’s Certifications form. |[ ]
|  | **3.2.c*****NAFTrack*** ***Certification*** | Percentage of 2021-22 seniors achieving NAFTrack Certification (11-20% for Model & 21%+ for Model/Distinguished) | Populated from NAFTrack.  |[ ]
| **Element 4: Work-Based Learning** | **4.1.a** ***Work-Based Learning*** | Description of procedure(s) academy uses to collect and analyze student participation in work-based learning activities | Upload description of student data analysis procedure(s). |[ ]
|  | **4.1.b*****WBL Continuum***  | Quality Center-WBL form: Lists career awareness, exploration, and preparation activities academy provides | Populated from the Quality Center’s WBL form.  |[ ]
|  | **4.2.a*****Internship*** | Percentage of 2021-22 seniors completing any internship experience, with or without meeting internship requirements for NAFTrack Certification | Populated from NAFTrack. |[ ]
|  | **4.2.b*****Internship*** | Percentage of 2021-22 seniors meeting the NAFTrack Certification internship requirements (11-20% for Model & 21%+ for Model/Distinguished) | Populated from NAFTrack. |[ ]