  
Academy Assessment Evidence Checklist

2023-24

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| **Strategic Actions** | | **Evidence Required For** | **Description of Suggested Evidence** | **Source of Evidence** | **Evidence Completed & Uploaded**  **✓** |
| **Element 1: Academy Development & Structure** | **1.1.a**  ***Enrollment*** | * *Model +* | * District policy or an academy application/brochure showing an open choice enrollment process | Upload academy document or type URL to the school/district site in notes. |  |
| **1.1.b**  ***Academy***  ***Recruitment*** | *All - Auto Populated* | Recruitment efforts increase student enrollment each year to meet the threshold criteria | Populated from the Academy Enrollment data collection form and NAFTrack. |  |
| **1.2.a**  ***Personalized Learning Environment*** | *Model +* | 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*** | *Model +* | Document how academy uses academy-level, student-level & disaggregated data to inform academy practices | Upload (or type in notes) an example for each selection. |  |
| **1.3.b**  ***Action Planning*** | *All* | Link to an updated 2023-24 Action Plan in ASH or upload an updated action plan in AA | Upload academy document or type link in notes. |  |
| **1.4.a**  ***Academy***  ***Leadership*** | *Optional* | Provide the names and roles of staff responsible for managing the academy program | Upload (or type in notes) academy staff names/roles. |  |
| **1.4.b**  ***Academy***  ***Leadership*** | *Optional* | Provide the names and roles of staff who oversee college and career readiness activities | Upload (or type in notes) academy staff names/roles. |  |
| **1.4.c**  ***NAF Ambassadors*** | *Model +* | * Document how academy leaders are ambassadors for the academy | Upload (or type in notes) an example for each selection. |  |
| **1.5.a**  ***Academy Team Collaboration*** | *Optional* | * Provide minutes or agenda from the academy team’s most recent collaborative planning session | Upload minutes/agenda. |  |
| **1.5.b**  ***Professional  Learning*** | *Model +* | List 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.

Text, logo

Description automatically generated

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 Distinguished](https://ash.naf.org/public/downloadable-resource/index/model-and-distinguished-academy-requirements) 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** | | **Evidence Required For** | **Description of Suggested Evidence** | **Source of Evidence** | **Evidence Complete and Uploaded**  **✓** |
| **Element 2: Advisory Board** | **2.1.a**  ***Membership*** | *All - Auto Populated* | List of 10+ advisory board (AB) members with at least 80% from business, industry, govt., alumni, community, and postsecondary ed. | Populated from the Advisory Board data collection form. |  |
| **2.1.b**  ***Planning and***  ***By-laws*** | *All* | Updated AB 2023-24 strategic plan and current by-laws | Upload AB documents. |  |
| **2.2.a**  ***Support for Learning*** | *Model +* | Document how AB members support student learning | Upload (or type in notes) an example for each selection. |  |
| **2.3.a**  ***Support for Sustainability*** | *Model +* | Document how the AB promotes the academy, raises funds, and recruits partners | Download the [AB Ambassador Template](https://ash.naf.org/public/downloadable-resource/index/advisory-board-evidence-template), complete, and upload. |  |
| **Element 3: Curriculum & Instruction** | **3.1.a**  ***Program of Study*** | *All - Auto Populated* | Provide a list of the academy’s career-connected Program of Study courses adhering to [OCTAE’s framework](https://cte.ed.gov/initiatives/octaes-programs-of-study-design-framework) | Populated from the Program of Study data collection form. |  |
| **3.1.b**  ***Authentic  Projects*** | *Model +* | Description of authentic project learning experiences offered by the academy | Download the [Authentic Learning Project Template](https://go.naf.org/authentic_learning_project), complete, and upload. |  |
| **3.2.a**  ***College Readiness*** | *Optional* | List college activities that build students' college knowledge | Upload (or type in notes) an example for each selection. |  |
| **3.2.b**  ***Postsecondary Options*** | *Optional* | List postsecondary education options such as dual enrollment, industry certifications, and Advanced Placement (AP) | Validated thru Program of Study and Certifications data collection forms. |  |
| **3.2.c**  ***NAFTrack***  ***Certification*** | *All - Auto Populated* | Percentage of 2022-23 seniors achieving NAFTrack Certification | Populated from NAFTrack. |  |
| **Element 4: Work-Based Learning** | **4.1.a**  ***WBL Continuum*** | *All* | List of completed WBL experiences from 2022-23 school year | Upload completed 2022-23 WBL calendar or use WBL Tracker. |  |
| **4.1.b**  ***WBL Program*** | *Model +* | **Unscored for 2023-24:** Provide examples of how academy supports students’ aspirations, skills, and connections | Upload (or type in notes) an example for each selection. |  |
| **4.1.c**  ***Student Voice*** | *Model +* | **Unscored for 2023-24:** Document how academy uses student input to guide work-based learning program planning | Upload (or type in notes) how student voice is used. |  |
| **4.2.a**  ***WBL Tracking*** | *Model +* | Document how academy tracks/analyzes equitable student WBL participation | Upload (or type in notes) an example for each selection. |  |
| **4.2.b**  ***Internships*** | *All – Auto Populated* | Percentage of 2022-23 seniors meeting the NAFTrack Certification internship requirements  (15-24% for Model & 25%+ for Distinguished) | Populated from NAFTrack. |  |
| **4.2.c**  ***WBL Participation*** | *Model +* | **Unscored for 2023-24:** Percentage of 2022-23 academy students who completed at least one WBL activity during 2022-23 | Upload academy document to support selection or use WBL Tracker. |  |
| **4.2.d**  ***WBL Participation*** *\*optional WBL threshold for 2023-24* | *Model +* | **Unscored for 2023-24:** Percentage of 2022-23 seniors who completed WBL activities in at least two different phases of the WBL continuum in any year (25-34% for Model & 35%+ for Distinguished if using WBL Tracker) | Upload academy document to support selection or use WBL Tracker. |  |