Year of Planning Program
Start a NAF Academy

NAF's Year of Planning (YOP) is a customized developmental process for implementing a NAF academy. NAF portfolio managers and supporting staff provide personalized support and expert guidance to align local programming goals with NAF's design before an academy opens in the launch year. *Note: The YOP program is self-paced and flexible to accomodate local requirements. Adjust pacing as needed.*

Team Building & Leadership
The first step in building an academy is recruiting individuals with a shared vision to form the Academy Design Team (ADT). The ADT is a multi-disciplinary team representing the school community, combining their expertise and perspective to collaboratively develop an Academy Design Plan. The primary objective is to establish a career academy that aligns local programming goals with NAF's design before the academy launch.

Academy Design Plan
Utilize the YOP Guide, a comprehensive outline of the admissions program that provides resources, activities, and guiding questions to shape your academy's vision. The Guide streamlines the planning process, helping the ADT establish and monitor timelines and goals for completing the Academy Design Plan on time. Evidence collection is required to validate the completion of strategic actions essential for a successful Launch Year.

Launch Year
Launch Year is the first year as an operational academy after completing YOP. The academy joins NAF's network with full membership benefits.

NAF Design	
Element 1: Academy Development & Structure	**Element 2: Advisory Board**
Standards of practice: • Recruitment & Enrollment • Personalization • Data Collection & Review • Leadership • Professional Learning	Standards of practice: • Membership & Operations • Support for Learning • Support for Sustainability
Element 3: Curriculum & Instruction	**Element 4: Work-Based Learning**
Standards of practice: • Academy Coursework & Authentic Project Learning • College & Career Readiness	Standards of practice: • Work-Based Learning Plan • Participation & Equity

YEAR OF PLANNING ROADMAP

KEY STEPS TO DEVELOPING A SUCCESSFUL ACADEMY DESIGN PLAN

01

Team Building & Leadership

Form a multi-disciplinary team with a shared vision to establish a career academy and secure funding.

02

Academy Quality

Schedule the YOP Kickoff to develop an Action Plan and establish a continuous improvement process.

03

Program of Study

Develop a career-connected program of study with optional advanced academics and early college opportunities.

04

Student Recruitment & Enrollment

Develop an open choice student recruitment plan that emphasizes equitable and inclusive practices.

05

Advisory Board

Develop an employer engagement plan to recruit business partners and advisory board members.

06

Work-Based Learning

Develop a work-based learning plan for academy grade levels to include advisory board participation.

07

Authentic Projects

Develop a career-connected authentic project-based learning plan per grade level.

08

College & Career Readiness

Develop a college and career readiness plan.

09

YOP Graduation

Finalize the academy design plan and schedule the YOP graduation meeting.

10

Launch Year

Coordinate a new student orientation before school starts and prepare a press release to announce the academy opening.

EMERGING ACADEMIES

Academy Design Team
Sample Timeline & Sub-Committee Recommendations

NAF YEAR OF PLANNING

July – August

Team Building & Leadership

- Recruit the Academy Design Team (ADT)
- Attend NAF Next
- Host a strategic planning meeting
- Establish sub-committees
- Develop academy vision & mission
- Execute NAF Membership Agreement with identified funding source
- Identify timeline for academy launch & schedule the Year of Planning (YOP) Kick-off meeting

November – December

Student Recruitment & Marketing Sub-Committee (bi-weekly/monthly)

- Formulate a marketing strategy & messaging platform
- Finalize the application & acceptance/enrollment process

Data Collection & Professional Learning Sub-Committee (monthly)

- Develop an academy & student-level data review process to inform academy practices and ensure educational equity for students
- Develop a professional learning plan for the academy leaders and advisory board

March – April

Student Recruitment & Marketing Sub-Committee (bi-weekly/monthly)

- Assess recruitment progress
- Finalize student/parent orientation plan

Data Collection & Professional Learning Sub-Committee (monthly)

- Schedule a graduation readiness session
- Submit evidence to validate ADT accomplishments
- Schedule YOP graduation meeting
- Register ADT for NAF Next

Advisory Board/Work-Based Learning Sub-Committee (monthly)

- Develop a college & career readiness plan
- Review advisory board roster with roles & responsibilities and meeting schedule

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July – August	September – October	November – December	January – February	March – April	May – June

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September – October

Data Collection & Professional Learning Sub-Committee (monthly)

- Create a process for evidence collection to create the Academy Design Plan

Curriculum Sub-Committee (bi-weekly/monthly)

- Develop a program of study that facilitates authentic project learning experiences and a competency-based assessment
- Identify advanced academic & early college options
- Review master schedule & determine staffing needs

Student Recruitment & Marketing Sub-Committee (bi-weekly/monthly)

- Develop recruitment plan & produce marketing materials

January – February

Student Recruitment & Marketing Sub-Committee (bi-weekly/monthly)

- Execute recruitment plan & coordinate middle school presentations

Advisory Board/Work-Based Learning Sub-Committee (monthly)

- Develop employer engagement plan including advisory board recruitment
- Develop work-based learning plan including advisory board participation

May – June

YOP Graduation (May)

- YOP graduation confirms readiness for Launch Year

Student Recruitment & Marketing

- Organize student/parent orientation materials
- Schedule open-house event before school starts
- Plan Launch Year celebrations at the start of school