Year of Planning

Academy Development Overview

NAF's Year of Planning (YOP) offers direct support to high schools developing a NAF academy. NAF portfolio managers and supporting staff provide guided technical assistance 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. Adjust pacing as needed.

Team Building & Leadership

The first step in building a NAF academy is recruiting members of the Academy Design Team (ADT). This cross-functional team creates the academy structure and culture by developing and executing an **Academy Design Plan**. The ADT establishes the foundation for developing a career academy and outlines the vision, mission, and goals.

Academy Design Plan

The YOP Guide is a comprehensive outline of the YOP program to support academy development. The guide identifies the required strategic actions that assist the ADT in establishing a timeline to meet YOP deliverables and the development of an **Academy Design Plan**. Guiding questions lead discussion and research to create action steps for building the academy framework. The ADT collects evidence to document the monthly outcomes after accomplishing each **Academy Design Plan** goal.

Launch Year

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

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

Academy Design Plan Pacing Guide

Click the chevron to access the online YOP Guide. *Adjust pacing as needed.*

Month 1
- Recruit Academy Design Team (ADT).
- Complete YOP Snapshot 1* to develop Action Plan.

Month 2
- Develop a career-themed program of study that includes advanced academic and early college options.

Month 3
- Develop open, choice-based student recruitment plan.

Month 4-5
- Develop a continuous improvement plan to evaluate learner data and monitor learner achievement.
- Complete YOP Snapshot 2* and update the Action Plan goals.

Month 5-6
- Develop an employer engagement plan that includes advisory board recruitment materials.

Month 6-7
- Develop a work-based learning plan for all academy grades with advisory board participation.

Month 7-8
- Develop a college and career readiness plan.
- Develop a career-themed integration plan using authentic project learning experiences.

Month 8-9
- Schedule a YOP graduation readiness meeting with portfolio manager and calendar graduation meeting.
- Complete YOP Assessment* for a provisional score including evidence upload.

Month 9-10
- Coordinate a new student orientation open-house before school starts.
- Prepare a press release to announce the opening and organize Launch Year celebrations at the start of school.

* Self-reflection tool to assess progress in Academy Design Plan development

Year of Planning Program

Academy Design Plan Pacing Timeline (Sample)

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

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

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

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

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

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