

YOP Evidence Checklist

2025-2026



ACADEMY NAME:

DATE:

Evidence Checklist Overview

Helps academy teams prepare for the Year of Planning (YOP) Assessment by identifying which strategic actions require documentation, supporting consistent evidence collection with NAF provided templates, and streamlining the upload process. The documentation serves as the academy's design plan for a successful launch year.

Evidence Collection & Upload

Guides YOP academies in gathering and uploading evidence to verify progress and readiness for graduation. Mark the status of each strategic action to track progress on the Academy Design Plan.

1. Use the checklist to identify **highlighted** strategic actions that require evidence.
2. Download and complete evidence templates and supporting documents.
3. Upload electronic evidence directly into the online YOP Assessment platform.
4. Use the upload button next to each strategic action to submit evidence or notes.

Note: If a completed NAF template is uploaded, no additional documentation is required.

Progress Tracking

Use the provided checkboxes to track completion of each strategic action requiring evidence. Upload all documents at least two weeks before the graduation meeting.

STRATEGIC ACTION	EVIDENCE DESCRIPTION	EVIDENCE RESOURCE	PROGRESS TRACKING
1.1.a Enrollment	Provide academy's open choice enrollment process (e.g., link to district policy, academy application).	Add note or upload document	<input type="checkbox"/>
1.1.b Academy Recruitment	Provide academy's recruitment plan or other recruitment-related material (e.g., Brochure Template).	Upload document	<input type="checkbox"/>
1.2.a Personalized Learning Environment	Provide example(s) of academy's plan to foster a personalized learning environment.	Upload document Personalized Learning Template	<input type="checkbox"/>
1.3.a Data Collection & Review	Provide example(s) of how academy-level, student-level & disaggregated data are used to inform academy practices	Add note or upload document Data Review Process Template	<input type="checkbox"/>
1.3.b Action Planning	Provide how academy tracks goals and strategic actions (e.g., Link to Action Plan Tool in ASH)	Add note or upload document Action Plan Template	<input type="checkbox"/>
1.4.a Academy Leadership	List the names and roles of staff responsible for managing the academy program.	Upload document Team Roster Template	<input type="checkbox"/>
1.4.b Academy Leadership	List the names and roles of staff who oversee college and career readiness activities. If applicable, refer to 1.4.a.	Add note or upload document	<input type="checkbox"/>
1.4.c NAF Ambassadors	Provide example(s) of how academy leaders promote the academy.	Upload document Ambassadors' Template	<input type="checkbox"/>
1.5.a Academy Team Collaboration	Provide minutes or agenda from the team's most recent collaborative planning session.	Add note or upload document	<input type="checkbox"/>
1.5.b Professional Learning	Provide a list of professional learning events attended (e.g., NAF Next) with dates and attendees.	Add note or upload document Professional Learning Template	<input type="checkbox"/>

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STRATEGIC ACTION	EVIDENCE DESCRIPTION	EVIDENCE RESOURCE	PROGRESS TRACKING
2.1.a Membership	Provide a plan charting potential business partners or an advisory board roster with roles and responsibilities.	Upload document AB Development Plan Template	<input type="checkbox"/>
2.1.b Strategic Plan	Provide the advisory board strategic plan or a link to it.	Add note or upload document AB Strategic Plan Template	<input type="checkbox"/>
2.1.c By-Laws	Provide the advisory board by-laws or a link to them.	Add note or upload document AB By-laws Template	<input type="checkbox"/>
2.2.a Support for Learning	Describe how the advisory board supports student learning or discuss commitment during the graduation meeting.	Add note or upload document AB Support Template	<input type="checkbox"/>
2.3.a Support for Sustainability	Describe how the advisory board promotes the academy or discuss commitment during the graduation meeting.	Add note or upload document AB Activities Template	<input type="checkbox"/>
3.1.a Program of Study	Provide the academy's career-connected Program of Study courses adhering to OCTAE's framework .	Upload document Program of Study Template	<input type="checkbox"/>
3.1.b Authentic Projects	Provide a description of authentic project learning experiences for at least the Launch Year grade level.	Upload document Authentic Project Template	<input type="checkbox"/>
3.2.a College Readiness	Provide college activities that build students' college knowledge (e.g., testing, applications, financial aid).	Add note or upload document College Readiness Template	<input type="checkbox"/>
3.2.b Postsecondary Options	Provide postsecondary education options such as dual enrollment, industry certifications, & Advanced Placement (AP).	Add note or upload document Postsecondary Options Template	<input type="checkbox"/>
3.2.c NAFTrack Certification	Describe the plan or commitment to ensure all seniors achieve NAFTrack Certification.	Add note	<input type="checkbox"/>
4.1.a WBL Plan	Provide a work-based learning calendar for at least the Launch Year grade level.	Upload document WBL Plan & Calendar Template	<input type="checkbox"/>
4.1.b WBL Continuum	Describe the plan or commitment to support a full continuum of awareness, exploration, and preparation activities.	Add note	<input type="checkbox"/>
4.1.c WBL Program	Describe how academy plans to support the development of students' aspirations, skills, and connections.	Add note	<input type="checkbox"/>
4.1.d Student Voice	Describe how academy plans to solicit & use student input to guide work-based learning program.	Add note	<input type="checkbox"/>
4.2.a WBL Tracking	Describe how academy plans to track and analyze WBL participation data across the full continuum of experiences.	Add note	<input type="checkbox"/>
4.2.b WBL Participation	Describe the plan or commitment to ensure all students participate in at least one WBL activity per year.	Add note	<input type="checkbox"/>
4.2.c Internships	Describe the plan or commitment to ensure all students complete a NAFTrack Certification Preparation activity before graduation.	Add note	<input type="checkbox"/>
4.2.d WBL Participation	Describe the plan or commitment to ensure all seniors complete at least two phases of the WBL continuum.	Add note	<input type="checkbox"/>