|  |  |
| --- | --- |
| **Academy Name:** | **Review Date: Click Here** |
| **Strategic Actions** | **Recommended Evidence or Practices** | **Resource/Support** | **Evidence Completed and Uploaded****✓** |
| **Element 1: Academy Development & Structure**  | **1.1.a*****Enrollment*** | ☐ Provide a link to district policy or an academy application/brochure describing an open choice enrollment process | [Brochure Template](https://ash.naf.org/public/downloadable-resource/index/brochure-template)[Counselor’s Packet](https://ash.naf.org/public/downloadable-resource/index/naf-packet-counselors) |[ ]
|  | **1.1.b*****Academy*** ***Recruitment*** | ☐ Provide academy recruitment plan, academy brochure, or other recruitment materials | [Student Recruitment Guide](https://ash.naf.org/public/downloadable-resource/index/student-recruitment-guide)[Academy Website Guide](https://ash.naf.org/public/downloadable-resource/index/website-design-guide) |[ ]
|  | **1.2.a*****Personalized LearningEnvironment*** | No Evidence Required☐ Review template to support graduation meeting discussion and commitment to implementing the strategic action | [Personalized Learning Environment Template](https://ash.naf.org/public/downloadable-resource/index/personalized-learning-environment-template) |[ ]
|  | **1.3.a*****Data Collection & Review*** | No Evidence Required☐ Consider the process to evaluate learner data and monitor learner achievement to support graduation meeting discussion and commitment to implementing the strategic action | [Data Review Process Template](https://ash.naf.org/public/downloadable-resource/index/data-review-process-template)[Data Collection Template](https://ash.naf.org/public/downloadable-resource/index/data-collection-template) |[ ]
|  | **1.3.b*****Action Planning*** | ☐ Provide an action plan that includes goals and strategic actions or link to an updated Action Plan in ASH | Download the [Action Plan Template](https://ash.naf.org/public/downloadable-resource/index/action-plan-template), complete, and upload |[ ]
|  | **1.4.a*****Academy*** ***Leadership*** | ☐ Provide the names and roles of staff responsible for managing the academy program | Download the [Team Roster Template](https://ash.naf.org/public/downloadable-resource/index/academy-team-roster-template), complete, and upload |[ ]
|  | **1.4.b*****Academy*** ***Leadership*** | ☐ Provide the names and roles of staff who oversee college and career readiness activities | If applicable, refer to evidence provided for 1.4.a |[ ]
|  | **1.4.c*****NAF Ambassadors*** | ☐ Provide example(s) of how academy leaders share college and career readiness best practices | Download the [Ambassadors' Template](https://ash.naf.org/public/downloadable-resource/index/leaders-as-ambassadors-evidence-template), complete, and upload |[ ]
|  | **1.5.a*****Academy Team Collaboration*** | ☐ Provide a schedule of common planning for more than three academy team members or agenda from the academy team’s most recent collaborative planning session | [Meeting Agenda Template](https://ash.naf.org/public/downloadable-resource/index/academy-design-team-agenda-template) |[ ]
|  | **1.5.b*****Professional Learning*** | ☐ Provide a list of professional learning events such as NAF Next or other CTE professional learning sessions | Download the [Professional Learning Template](https://ash.naf.org/public/downloadable-resource/index/professional-learning-evidence-template), complete, and upload |[ ]

**Evidence Checklist:** The evidence checklist assists academies with completing the Year of Planning (YOP) Assessment, specifically with gathering the required evidence to validate the accomplishment of strategic action. A highlighted strategic action signifies that evidence is required to verify the achievement of the designated strategic action.

Evidence Collection & Upload: Use the evidence checklist as a guide to download evidence templates and supporting documents. Upload electronic evidence directly into the online YOP Assessment for review by the academy portfolio manager no less than two weeks before the graduation meeting. To complete the upload, click on the icon adjacent to each designated strategic action.
*Note:* No additional evidence is necessary if the academy uploads a completed evidence template.

*Evidence Collection Progress: Use the active checkboxes in the last column of the evidence checklist to self-assess progress in collecting evidence for completion of strategic actions and executing evidence upload into the online YOP Assessment.*

p. 1

|  |  |  |  |
| --- | --- | --- | --- |
| **Strategic Actions** | **Recommended Evidence or Practices** | **Resource/Support** | **Evidence Completed and Uploaded****✓** |
| **Element 2: Advisory Board** | **2.1.a*****Membership*** | ☐ Provide employer engagement plan focused on community representation or advisory board roster with roles and responsibilities | [Charting Potential Partners](https://ash.naf.org/public/downloadable-resource/index/charting-potential-partners)[Partner Interest Survey](https://ash.naf.org/public/downloadable-resource/index/partner-interest-survey)[Advisory Board Overview](https://ash.naf.org/public/downloadable-resource/index/advisory-board-overview) |[ ]
|  | **2.1.b*****Planning andBy-laws*** | No Evidence Required☐ Review templates to support graduation meeting discussion and commitment to implementing the strategic action | [AB Strategic Plan Template](https://ash.naf.org/public/downloadable-resource/index/strategic-plan-template)[AB By-laws Template](https://ash.naf.org/public/downloadable-resource/index/advisory-board-by-laws) |[ ]
|  | **2.2.a*****Support for Learning*** | No Evidence Required☐ Review template to support graduation meeting discussion and commitment to implementing the strategic action | [AB Support for Learning Template](https://ash.naf.org/public/downloadable-resource/index/advisory-board-support-for-learning-template) |[ ]
|  | **2.3.a*****Support for Sustainability*** | No Evidence Required☐ Review template to support graduation meeting discussion and commitment to implementing the strategic action | [AB Activities Template](https://ash.naf.org/public/downloadable-resource/index/advisory-board-evidence-template) |[ ]
| **Element 3: Curriculum & Instruction** | **3.1.a*****Program of Study***  | ☐ Provide the academy’s approved Program of Study courses | Download the [Program of Study Template](https://ash.naf.org/public/downloadable-resource/index/program-of-study-template), complete, and upload |[ ]
|  | **3.1.b*****NAFTrack Certification*** | No Evidence Required☐ Review NAF’s program of study requirements and consider developing a NAFTrack Certification implementation plan to support graduation meeting discussion and commitment to implementing the strategic action | [NAF's Program of Study Flyer](https://ash.naf.org/public/downloadable-resource/index/naf-program-of-study-flyer) |[ ]
|  | **3.1.c*****Authentic Projects*** | ☐ Provide the academy’s career-themed integration plan using authentic project learning experiences | Download the [Authentic Project Learning Template](https://ash.naf.org/public/downloadable-resource/index/authentic-learning-project-template), complete, and upload |[ ]
|  | **3.2.a*****College Readiness***  | ☐ Provide academy’s college & career readiness plan outlining activities that build students' college knowledge | Download the [College & Career Readiness Template](https://ash.naf.org/public/downloadable-resource/index/college-readiness-evidence-template), complete, and upload |[ ]
|  | **3.2.b*****Postsecondary Options*** | ☐ Provide academy’s advanced academics and postsecondary education options such as dual enrollment, industry certifications, and Advanced Placement | Download the [Advanced & Postsecondary Template](https://ash.naf.org/public/downloadable-resource/index/advanced-and-postsecondary-education-options-template), complete, and upload |[ ]
|  | **3.2.c*****NAFTrack*** ***Certification*** | No Evidence Required☐ Review NAFTrack Certification (NTC) progress report to support graduation meeting discussion and commitment to implementing the strategic action | [NTC Student Progress Report](https://admin.naftrack.org/Reporting/CertificationReport) |[ ]
| **Element 4: Work-Based Learning** | **4.1.a*****Work-Based Learning*** | ☐ Provide the process the academy will use to collect and analyze student participation in the entire continuum of work-based learning activities | [WBL Tracker Template](https://ash.naf.org/public/downloadable-resource/index/work-based-learning-tracking-spreadsheet) |[ ]
|  | **4.1.b*****WBL Continuum***  | ☐ Provide work-based learning plan for each operating grade that includes career awareness, exploration, and preparation activities | Download the [WBL Plan and Calendar Template](https://ash.naf.org/public/downloadable-resource/index/work-based-learning-plan-and-calendar), complete, and upload |[ ]
|  | **4.2.a*****Internship*** | No Evidence Required☐ Review resources to support graduation meeting discussion and commitment to implementing the strategic action | [Prepare for Internships](https://ash.naf.org/public/wbl/prepare-for-internships)[Internship Preparation Modules](https://ash.naf.org/public/downloadable-resource/index/internship-preparation-modules) |[ ]
|  | **4.2.b*****Internship*** | No Evidence Required☐ Consider the staff member who will be responsible for managing internships to support graduation meeting discussion and commitment to implementing the strategic action | [Securing Quality Internships](https://ash.naf.org/public/downloadable-resource/index/securing-quality-internships-best-practices) |[ ]

p. 2