

YOP Evidence Checklist

2026-2027



ACADEMY NAME:

DATE:

Evidence Checklist Overview

Helps academy teams prepare for the Year of Planning (YOP) Assessment by identifying which strategic actions require documentation, organizing evidence with NAF provided templates, and streamlining the upload process.

The completed documentation serves as the academy's design plan for a successful Launch Year.

Evidence Collection & Upload

Use the checklist to gather, organize, and upload evidence that demonstrates progress and readiness for graduation.

1. **Track progress:** Mark the status of each strategic action to monitor progress on the Academy Design Plan.
2. **Identify required evidence:** Use the **highlighted** strategic actions to identify which actions require supporting evidence.
3. **Prepare evidence:** Download and complete NAF-provided evidence templates and gather supporting documentation.
4. **Upload evidence:** Upload electronic evidence to the YOP Assessment using the button next to each strategic action.
5. **Add notes:** Use the notes field to provide additional context when needed.

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

Progress Tracking

Use the checkboxes to track completion of each strategic action requiring evidence. Upload all required evidence 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	☐
1.1.b Academy Recruitment	Provide academy's recruitment plan or other recruitment-related material (e.g., Brochure).	Upload document	☐
1.2.a Personalized Learning Environment	Provide example(s) of academy's plan to foster a personalized learning environment.	Upload document Personalized Learning Template	☐
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	☐
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	☐
1.4.a Academy Leadership	List the names and roles of staff responsible for managing the academy program.	Upload document Team Roster Template	☐
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	☐
1.4.c NAF Ambassadors	Provide example(s) of how academy leaders promote the academy.	Upload document Ambassadors' Template	☐
1.5.a Academy Team Collaboration	Provide minutes or agenda from the team's most recent collaborative planning session.	Add note or upload document	☐
1.5.b Professional Learning	Provide a list of professional learning events attended (e.g., NAF Next, webinars) with dates and attendees.	Add note or upload document Professional Learning Template	☐

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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	☐
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	☐
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	☐
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	☐
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	☐
3.1.a Curriculum & Instruction	Provide the academy's career-connected Program of Study aligned with local workforce needs and Advance CTE's Career Clusters .	Upload document Program of Study Template	☐
3.1.b Authentic Projects	Provide a description of extended-length project-based learning experiences for at least the Launch Year grade level.	Upload document Authentic Project Template	☐
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	☐
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	☐
3.2.c NAFTrack Certification	Describe the plan or commitment to ensure all seniors achieve NAFTrack Certification.	Add note	☐
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	☐
4.1.b WBL Continuum	Describe the plan or commitment to support a full continuum of awareness, exploration, and preparation activities.	Add note	☐
4.1.c WBL Program	Describe how academy plans to support the development of students' aspirations, skills, and connections.	Add note	☐
4.1.d Student Voice	Describe how academy plans to use student voice and input to inform the work-based learning planning.	Add note	☐
4.2.a WBL Tracking	Describe how academy plans to track and analyze WBL participation data across the full continuum of experiences.	Add note	☐
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	☐
4.2.c Internships	Describe the plan or commitment to ensure all students complete a NAFTrack Certification Preparation activity before graduation.	Add note	☐
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	☐