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 a strategic action. A <mark>highlighted</mark> 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 (PM) no less than two weeks before the graduation meeting. To complete the upload, click on the **UPLOAD EVIDENCE** icon adjacent to each designated strategic action or the **NOTES** icon to add a note about a strategic action selection.
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 the completion of a strategic action and executing evidence upload into the online YOP Assessment.

Academy Name:			Review Date:	
Strategic Actions	**Recommended Evidence or Practices**		**Resource/Support**	**Evidence Uploaded**
1.1.a <mark>*Enrollment*</mark>	Provide a link to district policy **or** an academy application/brochure describing an open choice enrollment process		Type URL to the school/district site in Notes Brochure Template Counselor's Packet	☐
1.1.b <mark>*Academy Recruitment*</mark>	Provide academy recruitment plan, academy brochure, or other recruitment materials		Student Recruitment Guide Academy Website Guide	☐
1.2.a *Personalized Learning Environment*	No Evidence Required Consult PM to support graduation meeting discussion and commitment to implementing the strategic action		Personalized Learning Environment Template	☐
1.3.a *Data Collection & Review*	No Evidence Required Consult PM to support graduation meeting discussion and commitment to implementing the strategic action		Data Review Process Template Data Collection Template	☐
1.3.b <mark>*Action Planning*</mark>	Provide an action plan that includes goals and strategic actions or link to an updated Action Plan in ASH		Type link in Notes or Download the Action Plan Template, complete, and upload	☐
1.4.a <mark>*Academy Leadership*</mark>	Provide the names and roles of staff responsible for managing the academy program		Download the Team Roster Template, complete, and upload or type names/roles in Notes	☐
1.4.b <mark>*Academy Leadership*</mark>	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 <mark>*NAF Ambassadors*</mark>	Provide example(s) of how academy leaders share college and career readiness best practices		Download the Ambassadors' Template, complete, and upload	☐
1.5.a <mark>*Academy Team Collaboration*</mark>	Provide a schedule of common planning for more than three academy team members or an agenda from the academy team's most recent collaborative planning session		Meeting Agenda Template	☐
1.5.b <mark>*Professional Learning*</mark>	Provide a list of professional learning events such as NAF Next or other CTE professional learning sessions		Download the Professional Learning Template, complete, and upload	☐

(Left vertical header spanning all rows: Element 1: Academy Development & Structure)

	Strategic Actions	Recommended Evidence or Practices	Resource/Support	Evidence Uploaded
Element 2: Advisory Board	2.1.a <mark>Membership</mark>	Provide employer engagement plan focused on community representation **or** advisory board roster with roles and responsibilities	Starting AB Checklist Partner Interest Survey	☐
	2.1.b *Planning and By-laws*	No Evidence Required Consult PM to support graduation meeting discussion and commitment to implementing the strategic action	AB Strategic Plan Template AB By-laws Template	☐
	2.2.a *Support for Learning*	No Evidence Required Consult PM to support graduation meeting discussion and commitment to implementing the strategic action	AB Support for Learning Template	☐
	2.3.a *Support for Sustainability*	No Evidence Required Consult PM to support graduation meeting discussion and commitment to implementing the strategic action	AB Activities Template	☐
Element 3: Curriculum & Instruction	3.1.a <mark>Program of Study</mark>	Provide the academy's career-connected Program of Study	Download the Program of Study Template, complete, and upload	☐
	3.1.b <mark>Authentic Projects</mark>	Provide the academy's plan for using authentic project learning experiences that support the Launch Year grade level	Download the Authentic Project Learning Template	☐
	3.2.a <mark>College Readiness</mark>	Provide academy's college & career readiness plan outlining activities that build students' college knowledge	Download the College & Career Readiness Template, complete, and upload	☐
	3.2.b <mark>Postsecondary Options</mark>	Provide academy's advanced academics and postsecondary education options such as dual enrollment, industry certifications, and Advanced Placement	Download the Advanced & Postsecondary Template, complete, and upload	☐
	3.2.c *NAFTrack Certification*	No Evidence Required Consult PM to support graduation meeting discussion and commitment to implementing the strategic action	NTC Student Progress Report	☐
Element 4: Work-Based Learning	4.1.a <mark>Work-Based Learning Continuum</mark>	Review the work-based learning continuum and determine the awareness activities that support the Launch Year grade level	Download the WBL Calendar & Brainstorming Template, complete, and upload	☐
	4.1.b *Work-Based Learning Program*	No Evidence Required (unscored) Consult PM to support graduation meeting discussion and commitment to implementing the strategic action	If applicable, refer to evidence provided for 4.1.a	☐
	4.1.c *Student Voice*	No Evidence Required (unscored) Consult PM to support graduation meeting discussion and commitment to implementing the strategic action	WBL Reflection Form Questions	☐
	4.2.a *WBL Tracking*	No Evidence Required Consult PM to support graduation meeting discussion and commitment to implementing the strategic action	WBL Participation Tracker & Reflection Form Overview	☐
	4.2.b *Internships*	No Evidence Required Consult PM to support graduation meeting discussion and commitment to implementing the strategic action	Prepare for Internships	☐
	4.2.c *WBL Participation & Equity*	No Evidence Required (unscored) Consult PM to support graduation meeting discussion and commitment to implementing the strategic action	N/A	☐
	4.2.d *WBL Participation & Equity*	No Evidence Required (unscored) Consult PM to support graduation meeting discussion and commitment to implementing the strategic action	N/A	☐