**Develop the Academy Design Plan**

* Utilize the YOP Progress Planner to track milestones in the Academy Design Plan.
* Refer to the [YOP Guide](https://ash.naf.org/public/academy-development.yop?slug=intro) for a comprehensive outline of the program, including activities, resources, and guiding questions to aid in the planning process.
* Use the [YOP Evidence Checklist](https://ash.naf.org/public/downloadable-resource/index/year-of-planning-evidence-checklist) to access evidence templates and supporting documents necessary for building the academy design plan.

**Instructions: Assess YOP Graduation Readiness**

1. Use the active checkboxes to self-assess progress in completing strategic actions required for the Academy Design Plan.
2. Set clear deadlines for strategic actions to ensure the timely completion of the Academy Design Plan supporting the target Launch Year.
3. Note that a highlighted strategic action marked as accomplished requires you to [Upload Evidence](https://ash.naf.org/public/quality-center.assessment/select-assessment) for verification at least two weeks before graduation.

**Status Key: N (not started), U (underway), A (accomplished)**

| **YOP Progress Planner** |
| --- |
| **Strategic Action** | **Suggested Lead** | **Deadline** | **Upload** | **N** | **U** | **A** |
| **Recruit the Academy Design Team (ADT)*** Refer to [ADT Prep Guide](https://ash.naf.org/public/downloadable-resource/index/academy-design-team-preparation-guide) to inform ADT recruitment efforts
* Review master schedule & determine staffing needs
* Schedule the YOP kick-off meeting
 | Academy Lead, Principal, NAF | **Insert Date** | 1.4.a1.4.b | [ ]  | [ ]  | [ ]  |
| Host a YOP kick-off meeting and complete **YOP Snapshot 1** with the ADT* Refer to [sample YOP Snapshot](https://ash.naf.org/public/downloadable-resource/index/year-of-planning-snapshot)
 | Academy Lead, Principal, NAF | **Insert Date** | n/a | [ ]  | [ ]  | [ ]  |
| Schedule the **YOP Graduation** meeting (2023-24 YOP cohort closes 5/31/24) | Academy Lead, NAF | **Insert Date** | n/a | [ ]  | [ ]  | [ ]  |
| Determine a schedule for ADT common planning time * Tip: Schedule recurring coaching session with your portfolio manager
 | Academy Lead, NAF | **Insert Date** | 1.5.a | [ ]  | [ ]  | [ ]  |
| Develop an **Action Plan** using Snapshot 1 results to create goals and strategic actions and to monitor the academy design plan progress* Assign ADT roles & responsibilities/tasks (consider sub-committees)
 | Academy Lead, Principal, District Lead | **Insert Date** | 1.3.b | [ ]  | [ ]  | [ ]  |
| Develop the academy’s career-connected program of study | Academy Design Team | **Insert Date** | 3.1.a | [ ]  | [ ]  | [ ]  |
| Develop an open choice student enrollment process to accept students | Counselor, Academy Lead  | **Insert Date** | 1.1.a | [ ]  | [ ]  | [ ]  |
| Develop a student recruitment plan  | Academy Lead, Counselor | **Insert Date** | 1.1.b | [ ]  | [ ]  | [ ]  |
| Develop a work-based learning (WBL) plan for each operating grade | WBL Coordinator, Academy Lead | **Insert Date** | 4.1.a | [ ]  | [ ]  | [ ]  |
| Develop a process the academy team will use to collect and analyze student participation in the entire continuum of WBL activities | WBL Coordinator, Academy Lead | **Insert Date** | 4.2.a | [ ]  | [ ]  | [ ]  |
| Develop a professional learning plan and calendar activities for the year | Academy Design Team | **Insert Date** | 1.5.b | [ ]  | [ ]  | [ ]  |
| Consider the process to evaluate learner data and monitor learner achievement to inform academy practices and ensure educational equity | Academy Lead, Principal, Counselor | **Insert Date** | 1.3a | [ ]  | [ ]  | [ ]  |
| Complete online **YOP Snapshot 2** with the ADT to evaluate academy design plan progress (no less than one month before the graduation meeting) | Academy Design Team | **Insert Date** | n/a | [ ]  | [ ]  | [ ]  |
| Confirm the **YOP Graduation date** and finalize the attendee list  | Academy Lead, NAF | **Insert Date** | n/a | [ ]  | [ ]  | [ ]  |
| Register for **NAF Next 2024** – July 8-11, to be held in Orlando, FL | Academy Design Team | **Insert Date** | n/a | [ ]  | [ ]  | [ ]  |
| Develop a career-themed integration plan using authentic project learning experiences ([APLE – Click “Projects”](https://ash.naf.org/public/learning)) | Academy Lead, Lead Teacher | **Insert Date** | 3.1.b | [ ]  | [ ]  | [ ]  |
| Develop a college and career readiness plan | Academy Lead, Counselor | **Insert Date** | 3.2.a | [ ]  | [ ]  | [ ]  |
| Identify advanced academic and postsecondary education options | Academy Lead, Counselor | **Insert Date** | 3.2.b | [ ]  | [ ]  | [ ]  |
| Develop an employer engagement plan or provide the Advisory Board roster with roles and responsibilities | Academy Lead, District Lead | **Insert Date** | 2.1.a | [ ]  | [ ]  | [ ]  |
| Determine how academy leaders share college & career readiness exemplars | Academy Design Team | **Insert Date** | 1.4.c | [ ]  | [ ]  | [ ]  |
| Develop/Consider the new student orientation process before school starts | Academy Design Team | **Insert Date** | n/a | [ ]  | [ ]  | [ ]  |
| **YOP Graduation Readiness – ADT finalizes the Academy Design Plan**Complete steps 1-4 no less than two weeks before the graduation meeting**Step 1:** Convene the ADT review team to reach a consensus on YOP Assessment responses - [Sample YOP Assessment](https://ash.naf.org/public/downloadable-resource/index/year-of-planning-assessment-sample)**Step 2:** Complete the online YOP Assessment in ASH (Academy Lead Access)**Step 3:** For all identified strategic actions marked accomplished, upload electronic evidence directly into the online YOP Assessment in ASH* Refer to [YOP Evidence Checklist](https://ash.naf.org/public/downloadable-resource/index/year-of-planning-evidence-checklist)

**Step 4:** Update your NAF portfolio manager that steps 1-3 are complete and finalize graduation agenda with attendee list - [Sample YOP Graduation Agenda](https://ash.naf.org/public/downloadable-resource/index/year-of-planning-graduation-agenda-template) | Academy Design Team, NAF | **Insert Date** | n/a | [ ]  | [ ]  | [ ]  |
| Update the Action Plan based on graduation recommendations to support the academy’s Launch Year. | Academy Lead, Principal | **Insert Date** | n/a | [ ]  | [ ]  | [ ]  |