

YOP Progress Planner



Develop the Academy Design Plan

Use the **YOP Progress Planner** to track milestones and readiness for completing the Academy Design Plan.

Supporting Resources

- **YOP Guide** – Comprehensive outline of the program, including activities, resources, and guiding questions.
- **YOP Evidence Checklist** – Templates and supporting documents for the Academy Design Plan.

Instructions: Assess YOP Graduation Readiness

1. Use the checkboxes to self-assess progress on each strategic action.
2. Set **deadlines** aligned to the Launch Year and YOP graduation timeline.
3. Monitor progress in collecting and uploading evidence, where required.
4. **Highlighted** strategic actions require evidence **once marked complete**, as outlined in the YOP Evidence Checklist.

Completion Key

Complete = Strategic action accomplished and required evidence uploaded or notes added into YOP Assessment for verification.

Strategic Action	Action Steps	Lead	Deadline	Complete
1.4.a, 1.4.b	Recruit the Academy Design Team (ADT). • Resource: ADT Prep Guide • Identify academy leadership roles and responsibilities • Review master schedule & determine staffing needs			☐
n/a	Host a YOP kick-off meeting and complete YOP Snapshot 1 with the ADT. • Resource: YOP Snapshot Sample • YOP kick-off date and location (virtual or on-site): _____			☐
1.5.a	Establish ADT collaboration structures and common planning time. • Use the YOP Progress Planner to manage timelines and ensure completion of the Academy Design Plan by May 31st. • Tip: Arrange recurring coaching sessions with your portfolio manager			☐

YOP Progress Planner



Strategic Action	Action Steps	Lead	Deadline	Complete
1.1.a	Develop an open-choice student enrollment process.			☐
1.1.b	Develop a student recruitment plan or other recruitment-related material. • Resource: Student Recruitment Guide			☐
1.2.a	Develop a personalized learning environment approach.			☐
1.3.a	Define processes for collecting, reviewing, and using student data to inform academy practices and ensure access to opportunities for all students.			☐
1.3.b	Develop an Action Plan using Snapshot results to set goals and track progress. • Resource: Action Plan Template			☐
1.4.c	Establish academy promotion and ambassador strategies.			☐
1.5.b	Develop a professional learning plan and calendar. • Save the Date: NAF Next			☐
2.1.a	Develop an employer engagement plan and confirm advisory board roster.			☐
2.1.b	Develop the advisory board strategic plan.			☐
2.1.c	Develop the advisory board by-laws.			☐
2.2.a, 2.3.a	Define how the advisory board supports learning and promotes the academy.			☐
3.1.a	Develop the academy's career-connected Program of Study.			☐
3.1.b	Develop authentic project-based learning experiences (e.g. NAF Expeditions).			☐
3.2.a	Develop a college readiness plan.			☐
3.2.b	Identify postsecondary options and early college opportunities.			☐
3.2.c	Define the plan to ensure NAFTrack Certification for all seniors.			☐

YOP Progress Planner



Strategic Action	Action Steps	Lead	Deadline	Complete
4.1.a	Develop a work-based learning (WBL) plan and calendar for at least the Launch Year grade level.			☐
4.1.b, 4.2.b, 4.2.c, 4.2.d	Define the plan to support a full continuum of awareness, exploration, and preparation activities, ensuring all academy students participate in at least one WBL activity per year and complete a preparation experience before graduation.			☐
4.1.c, 4.1.d, 4.2.a	Establish processes to track and analyze WBL participation and outcomes, and define how the academy supports student aspirations, skills, leveraging student input to guide the program (e.g. NAF WBL Tracker; Reflection form)			☐
n/a	Register for NAF Next ; registration opens in February.			☐
n/a	Complete YOP Snapshot 2 with the ADT at least one month before graduation.			☐
n/a	Schedule Graduation Readiness Meeting (virtual) and finalize YOP graduation logistics. • Resource: YOP Graduation Prep Agenda			☐
n/a	Graduation date is confirmed, key ADT members are invited and the agenda is shared. • YOP graduation date and location (virtual or on-site): _____			☐

YOP Graduation Preparation – Finalizing the Academy Design Plan

Complete the following steps **no less than two weeks prior** to the graduation meeting.

Step 1: Convene the ADT review team to reach consensus on YOP Assessment responses.

- Resource: [YOP Assessment Sample](#)

Step 2: Complete the [online YOP Assessment](#) in ASH for a provisional score (Academy Lead access).

Step 3: Upload all required electronic evidence or notes directly into the [online YOP Assessment](#).

- Resource: [YOP Evidence Checklist](#)

Step 4: Notify your NAF portfolio manager that Steps 1–3 are complete and finalize the graduation agenda and attendee list.

- Resource: [Graduation Agenda Template](#)

YOP Progress Planner



Post-Graduation Planning

Action Steps	Lead	Deadline	Complete
Update the Action Plan based on graduation recommendations from your portfolio manager to support the Launch Year.			☐
Develop the new student orientation process before school starts. • Resource: Marketing Your Academy			☐
Prepare a press release to announce the opening of the academy. • Resource: Press Release Template			☐
Plan an official academy launch event, such as a banner-hanging ceremony or ribbon-cutting.			☐

Notes