

A Suggested Guide for Planning Your Year

* Required

AUGUST/SEPTEMBER

- Strategic Planning Meeting for the Year
 - Suggested Attendees:
 - Advisory Board
 - Academy Leadership Team
- Student Welcome (Orientation)
- Parent Welcome Event
- Staff Orientation and Planning Session
- Incoming Academy Class Survey
- Update Academy Marketing Materials
- * Collect and Input the Following Data into Data Center 3.0:
 - High School Student Profile
 - Academy Program of Study
 - Academy Student Profile
 - Advisory Board
 - Student Career Training (Last Summer's Internships)

SEPTEMBER/OCTOBER

- Advisory Board Meeting
- Student Advisory Committee - Selection of Members and First Meeting
- Internship Recognition Event
- * Register for NAF Leadership Summit and Submit Required District Paperwork
- * Submit the Following Data in **October**:
 - High School Student Profile
 - Academy Program of Study
 - Academy Student Profile
 - Advisory Board
 - Student Career Training (Last Summer's Internships)
- * YOP's Only – Submit Required Deliverables to Your Regional Manager by **October 13**
- Begin Student Recruitment Marketing

NOVEMBER

- * Start Planning for Internships
- Student Advisory Committee Meeting
- * Attend NAF Leadership Summit
- Advisory Board Meeting
- Begin Recruitment Program for Prospective Students

DECEMBER

- Staff Meeting Re: Program Status
- Staff Development Activities for Spring Semester Instructors
- Happy Holidays!
- Advisory Board Meeting

JANUARY/FEBRUARY

- Student Advisory Committee
- Advisory Board Meeting

MARCH

- * Internship Interviews Held with Students
- Student Advisory Committee
- Program Status Meeting for School/School District Personnel
- Advisory Board Meeting

APRIL

- * Arrange Internship Placements with Business Partners
- * Interview Prospective Students
- Team Planning for the Upcoming Year
- Advisory Board Meeting

MAY

- * Register for Annual Institute for Staff Development; Prepare and Submit Paperwork to District
- Student Advisory Committee
- * Internship Placement Interviews
- Advisory Board Meeting

JUNE

- * Internship Placements
- Internship Orientation
- Orientation for New Students
- Year-End Celebratory Event
- Advisory Board Meeting
- Staff Meeting Re: Program Status
- Graduation and Awards Ceremony
- Prepare Teachers for Annual Institute for Staff Development

JULY

- * Annual Institute for Staff Development
- Summer Staff Development – Local
- Monitor/Supervise Internship Experiences

AUGUST

- Strategic Planning Meeting for the Year
 - Suggested Attendees:
 - Advisory Board
 - Academy Leadership Team
- Preparation for Opening of School