

Quarter	Due Date	Category	Staff Lead	Item	Detail	Review Parameters
1. Fall (Oct)	8/25/2023	Operations	Campus Instructional Director	Clean, working facilities; organized; branded		Review each NSHS location using the approved Facility Checklist, including CSO. Material: >3 errors noted on the checklist, measured by campus. Non-Material: 1 or 2 errors noted on the checklist, measured by campus.
1. Fall (Oct)	9/8/2023	Operations	Campus Instructional Director	Site Compliance: Asbestos, EpiPen, required posters, hygiene products, sharps		Review each NSHS location using the approved Facility Checklist, including CSO. Material: >3 errors noted on the checklist, measured by campus. Non-Material: 1 or 2 errors noted on the checklist, measured by campus.
1. Fall (Oct)	9/15/2023	Achievement / Results	Campus Instructional Director	WIDA testing (screener)	Confirm screener administered to new students as required and that staff administering screener complete WIDA training as evidenced by certificates saved in the drive.	Verify 100% of ELL pending students screened by the 30th day of enrollment and the staff administering the screener had their training certificate PRIOR to administration. Material: <100% students screened by the 30th day. <100% of staff administering the screener had training certificates on file PRIOR to testing. Non-Material: N/A
1. Fall (Oct)	9/29/2023	Academic Compliance	Campus Instructional Director	Cumulative folders	Review students' cumulative folders to ensure setup aligns with NSHS/NDE/SPCSA requirements and specifications, for new and returning students.	Complete audit of 100% student cumulative files using checklist provided to ensure all documents required are present. Material: <95% of students "Passed" Non-Material: <100% but >95% of students "Passed"
1. Fall (Oct)	9/29/2023	Core Processes / EOS	Chief Executive Officer	Level 10 Meetings		Utilize L10 Review Template to calculate rate of adherence to L10 expectations. Material: <80%, measured by department Non-Material: <95% and >80%, measured by department
1. Fall (Oct)	10/6/2023	Employees	Chief Integrity and Accountability Officer	Required Trainings	Including WIDA certificates, Annual trainings, SafeSchools, Test Security, Employee Right to Know, EpiPen Competency, etc.	Review 100% active staff at the time of review have required certifications on file as applicable to their position. Material: <90% of staff have all applicable employment documents on file. Non-Material: <100% but >90% of staff have all applicable employment documents on file.
1. Fall (Oct)	9/8/2023	Achievement / Results	Support Services Director	Academic Progress Tracking (returning students)	AA progress, Diploma Types, External Credits, CCR Status/6 classes required (Returning Students)	Audit 10% of network student HS transcripts to verify accuracy of tracking list. Material: <90% match of list against transcript, measured by campus. Non-Material: <100% but >90% match of list against transcript, measured by campus.
1. Fall (Oct)	9/22/2023	Academic Compliance	Support Services Director	ELL (letters, supports)	Letters sent to families by the 30th day	Verify 100% of ELL identified or screened students sent their ELL status letter by the 30th day of enrollment. Material: <100% students have a letter and SSR logged indicated date of mail out by the 30th day Non-Material: N/A
1. Fall (Oct)	10/6/2023	Academic Compliance	Support Services Director	Special Program students (504 Plans, back-up documents, IEPs in place)	Confirm (1) updates to 504 plans for new students with existing 504s and (2) creation of 504 plans for new students who have a medical disability that impacts their ability to access the curriculum. Ensure accommodations are quality.	Complete Audit Checklist for 100% of IEP/504 identified students. Material: <95% of identified students have a compliant record documented on the audit checklist. Non-Material: <100% but >95% of identified student have a compliant record documented on audit checklist

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2. Winter (Jan)	10/13/2023	Curriculum	Campus Instructional Director	Document Collections	Course Validations, CAP Forms, Portfolio Items	Using an export from TrackVia for the applicable function, verify submission dates and quality of the item saved in the drive matches the value entered into TrackVia for 10% of actively enrolled students. Material: <80% TrackVia value matches scan, measured by campus. Non-Material: <100% but >80% TrackVia value matches scan, measured by campus.
2. Winter (Jan)	12/22/2023	Curriculum	Campus Instructional Director	Document Collections	New Student ASM, Fall Final Soc.Pts/Vol. Logs, Spring CAP Forms, OCT PPR, Fall Grades	Using an export from TrackVia for the applicable function, verify submission dates and quality of the item saved in the drive matches the value entered into TrackVia for 10% of actively enrolled students. Material: <80% TrackVia value matches scan, measured by campus. Non-Material: <100% but >80% TrackVia value matches scan, measured by campus.
2. Winter (Jan)	12/29/2023	Academic Compliance	Campus Instructional Director	Student Withdrawals	Admin withdrawals, winter non-returns	Complete the Student WD Documentation Template for each campus. Material: <100% accurate Non-Material: N/A
2. Winter (Jan)	11/3/2023	Core Processes / EOS	Chief Executive Officer	Basecamp (All Departments)	Ensure that Fall Semester Basecamp tasks in SSD and FOD projects are assigned to appropriate staff, with supervisor included on closeout and that completion of tasks is at 80% or higher based on review date.	Utilize Basecamp review templet to calculate rate of completion. Ensure applicable staff assigned to the project and individual tasks. Material: Staff/supervisors not assigned and/or <80% tasks assigned and complete by review date, measured by campus. Non-Material: <100% but >80% tasks assigned and complete by review date, measured by campus.
2. Winter (Jan)	12/8/2023	Core Processes / EOS	Chief Integrity and Accountability Officer	Pre-People Analyzer		Verify 100% active staff at the time of review have required pre-people analyzer documentation on file. Material: <90% of staff have all applicable documents on file. Non-Material: <100% but >90% of staff have all applicable documents on file.
2. Winter (Jan)	1/5/2024	Employees	Chief Integrity and Accountability Officer	Monthly Schedules & PTO		Utilize the Staff Attendance & Schedule template to verify all active employee schedules and PTO is in compliance. Material: <80% of staff have all applicable documents on file. Non-Material: <100% but >80% of staff have all applicable documents on file.
2. Winter (Jan)	10/13/2023	Achievement / Results	Support Services Director	Academic Progress Tracking (new students)	External Credits List (new students)	Audit 10% of network student HS transcripts to verify accuracy of tracking list. Material: <90% match of list against transcript, measured by campus. Non-Material: <100% but >90% match of list against transcript, measured by campus.
2. Winter (Jan)	10/26/2023	Academic Compliance	Support Services Director	Special Programs (Student IEPs emphasis)	Nov. 1 date	Complete Audit Checklist for 100% of IEP/504 identified students . Material: <95% of identified students have a compliant record documented on the audit checklist. Non-Material: <100% but >95% of identified student have a compliant record documented on audit checklist
2. Winter (Jan)	12/15/2023	Achievement / Results	Support Services Director	Academic Progress Tracking (all students)	Dec External Credits met, BYU Courses needed, CBEs. Graduation progress	Audit 10% of network student HS transcripts to verify accuracy of tracking list. Material: <90% match of list against transcript, measured by campus. Non-Material: <100% but >90% match of list against transcript, measured by campus.

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3. Spring (Apr)	2/23/2024	Achievement / Results	Campus Instructional Director	Testing (WIDA)		Complete the corresponding checklist for each campus. Material: <100% accurate Non-Material: N/A
3. Spring (Apr)	4/5/2024	Curriculum	Campus Instructional Director	Document Collections	Spring New Student ASM, Course Validations, Portfolio Items, March PPR	Using an export from TrackVia for the applicable function, verify submission dates and quality of the item saved in the drive matches the value entered into TrackVia for 10% of actively enrolled students. Material: <80% TrackVia value matches scan, measured by campus. Non-Material: <100% but >80% TrackVia value matches scan, measured by campus.
3. Spring (Apr)	4/12/2024	Achievement / Results	Campus Instructional Director	Testing (WorkKeys)		Complete the corresponding checklist for each campus. Material: <100% accurate Non-Material: N/A
3. Spring (Apr)	3/22/2024	Core Processes / EOS	Chief Executive Officer	Level 10 Meetings		Utilize L10 Review Template to calculate rate of adherence to L10 expectations. Material: <80%, measured by department Non-Material: <95% and >80%, measured by department
3. Spring (Apr)	1/12/2024	Core Processes / EOS	Marketing and Engagement Director	Registration (completeness / accuracy)	Validate Cohort Year/Grade Level (including counselor clearance for out of district/state/homeschool), phase accuracy, quality of documents, and presence of notes for students that have been purged.	Audit 10% of applicants using the Registration Review template. Material: <90% students have no errors, measured by campus. Non-Material: <100% but >90% have no errors, measured by campus.
3. Spring (Apr)	1/19/2024	Curriculum	Support Services Director	NSHS Course Failures & Makeup Course	Fall Failures	Verify 3 forms of communication logged, including notification of make-up course directions, for all students failing a NSHS course (Trans., SS, COMPASS). Communications should be staggered if possible Material: <3 documented communications Non-Material: N/A
3. Spring (Apr)	1/26/2024	Curriculum	Support Services Director	Transitions Absences & Makeup	Fall Failures	Utilize Transitions Make-Up attendance template to review quality of make-up plans. Material: <80% student average, measured by campus Non-Material: <100% and >80% student average, measured by campus
3. Spring (Apr)	2/16/2024	Academic Compliance	Support Services Director	Special Programs (communications, supports, plan senior exits)		Verify monthly communications to all SPC identified students logged in the SPC tracker. Material: Communication documentation is missing or did not occur monthly. Non-Material: N/A
4. Summer (Aug)	5/17/2024	Achievement / Results	Campus Instructional Director	ACT Testing		Complete the corresponding checklist for each campus. Material: <100% accurate Non-Material: N/A
4. Summer (Aug)	6/7/2024	Operations	Campus Instructional Director	Drills & Inspections		Verify Drill/Inspection deadlines in Basecamp were met and required documentation is on file for each campus. Material: <100% accurate Non-Material: N/A
4. Summer (Aug)	6/14/2024	Curriculum	Campus Instructional Director	Document Collections	Final Portfolio, Spring Final Soc.Pts/Vol. Logs, Re-enrollment/ASM, Fall CAP, Spring Grades	Using an export from TrackVia for the applicable function, verify submission dates and quality of the item saved in the drive matches the value entered into TrackVia for 10% of actively enrolled students. Material: <80% TrackVia value matches scan, measured by campus. Non-Material: <100% but >80% TrackVia value matches scan, measured by campus.

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4. Summer (Aug)	7/5/2024	Operations	Chief Executive Officer	Epicenter Completion		Review Epicenter submission rates for on time submissions. Material: <90% on time Non-Material: <95% and >90% on time
4. Summer (Aug)	5/10/2024	Employees	Chief Integrity and Accountability Officer	CIPs		Verify 100% active staff at the time of review have required documentation on file and 80% have met the Standard CIP requirements. Material: <90% of staff have all applicable documents on file and/or <80% of staff have met the Standard requirement. Non-Material: <100% but >90% of staff have all applicable documents on file and/or >80% of staff have met the Standard Requirement.
4. Summer (Aug)	7/19/2024	Employees	Chief Integrity and Accountability Officer	Evaluations and Contracts		Verify 100% active staff at the time of review have required evaluation documentation on file. Material: <90% of staff have all applicable documents on file. Non-Material: <100% but >90% of staff have all applicable documents on file.
4. Summer (Aug)	4/19/2024	Core Processes / EOS	Marketing and Engagement Director	Registration (completeness / accuracy)	Validate Cohort Year/Grade Level (including counselor clearance for out of district/state/homeschool), phase accuracy, quality of documents, and presence of notes for students that have been purged.	Audit 10% of applicants using the Registration Review template. Material: <90% students have no errors, measured by campus. Non-Material: <100% but >90% have no errors, measured by campus.
4. Summer (Aug)	5/17/2024	Curriculum	Support Services Director	NSHS Course Failues & Makeup Course	Spring Failures	Verify 3 forms of communication logged, including notification of make-up course directions, for all students failing a NSHS course (Trans., SS, COMPASS).Communications should be staggered if possible Material: <3 documented communications Non-Material: N/A
4. Summer (Aug)	5/24/2024	Achievement / Results	Support Services Director	Academic Progress (graduation)	Diploma types, March 1st deadline external credits, CBEs	Audit 10% of network student HS transcripts to verify accuracy of tracking list. Material: <90% match of list against transcript, measured by campus. Non-Material: <100% but >90% match of list against transcript, measured by campus.
4. Summer (Aug)	5/31/2024	Curriculum	Support Services Director	Transitions Absences & Makeup	Spring Failures	Utilize Transitions Make-Up attendance template to review quality of make-up plans. Material: <80% student average, measured by campus Non-Material: <100% and >80% student average, measured by campus
4. Summer (Aug)	6/28/2024	Academic Compliance	Support Services Director	Special Programs	IEP minutes and intervention logs	Complete Audit Checklist for 100% of IEP/504 identified students . Material: <95% of identified students have a compliant record documented on the audit checklist. Non-Material: <100% but >95% of identified student have a compliant record documented on audit checklist