## Minnesota Department of Education logo

# New State Adult Diploma Local Pilot Implementation Tool

In each area, check off what is already complete in your program. For areas that are not complete, write in what is needed and when this area might be complete.

## Section 1: Standards

| ***Standards*** | ***Staff Reviewed*** | ***Staff Trained*** | ***Programming Articulated***  | ***Programming Launched*** | ***Needs and Next Steps*** |
| --- | --- | --- | --- | --- | --- |
| English Language Arts (CCRS) |  |  |  |  |  |
| Mathematics (CCRS, MN K-12) |  |  |  |  |  |
| Science (MN K-12) |  |  |  |  |  |
| Social Studies (MN K-12) |  |  |  |  |  |
| Employability, Career Development (ACES TIF) |  |  |  |  |  |
| Digital Literacy (Northstar Digital Literacy) |  |  |  |  |  |

## Section 2: Staffing

| ***Role*** | ***Staff Roles Articulated*** | ***Training*** | ***Resources Ready*** | ***Launching Pilot in Role*** | ***Needs and Next Steps*** |
| --- | --- | --- | --- | --- | --- |
| Administer diploma pilot program |  |  |  |  |  |
| Intake |  |  |  |  |  |
| Assessment |  |  |  |  |  |
| Credit/ experience verification |  |  |  |  |  |
| Initial advising |  |  |  |  |  |
| Personal Learning Plans |  |  |  |  |  |
| Ongoing advising |  |  |  |  |  |
| Final graduation advising |  |  |  |  |  |
| Reading instruction |  |  |  |  |  |
| Writing instruction |  |  |  |  |  |
| Listening & speaking instruction |  |  |  |  |  |
| Math instruction |  |  |  |  |  |
| Science instruction |  |  |  |  |  |
| Social studies instruction |  |  |  |  |  |
| Employability & career development skills instruction |  |  |  |  |  |
| Digital literacy instruction |  |  |  |  |  |
| Online Portfolio Support |  |  |  |  |  |
| Other Technology Support |  |  |  |  |  |
| Other? |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## Section 3: Programming

| ***Programming*** | ***Resources/ Tools Identified, Developed and/or Obtained*** | ***Aligned to Policies and/or Standards*** | ***New Programming Developed*** | ***Launching*** | ***Needs and Next Steps*** |
| --- | --- | --- | --- | --- | --- |
| Intake |  |  |  |  |  |
| Assessment |  |  |  |  |  |
| Credit/experience verification |  |  |  |  |  |
| Initial advising |  |  |  |  |  |
| Personal Learning Plans |  |  |  |  |  |
| Ongoing advising |  |  |  |  |  |
| Final graduation advising |  |  |  |  |  |
| Reading instruction |  |  |  |  |  |
| Writing instruction |  |  |  |  |  |
| Listening & speaking instruction |  |  |  |  |  |
| Math instruction |  |  |  |  |  |
| Science instruction |  |  |  |  |  |
| Social studies instruction |  |  |  |  |  |
| Employability & career development skills instruction |  |  |  |  |  |
| Digital literacy instruction |  |  |  |  |  |
| Other? |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## Section 4: Program Procedures

| ***Area*** | ***Local Policies Developed*** | ***Local Procedures Articulated*** | ***Local Programming Launched*** | ***Needs and Next Steps*** |
| --- | --- | --- | --- | --- |
| Intake and Eligibility |  |  |  |  |
| Advising |  |  |  |  |
| Personal Learning Plans |  |  |  |  |
| Credit & Experience Verification |  |  |  |  |
| Assessment |  |  |  |  |
| Onsite Student Competency Verification |  |  |  |  |
| Instruction |  |  |  |  |
| Student Learner Web Portfolios |  |  |  |  |
| Graduating Advising Session |  |  |  |  |
| Other? |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Big Questions

Document your pilot program’s questions here.