



GCED High School Credit Recovery Fidelity Checklist (version 1.0)

| Fidelity Markers | Evidence |
|---|-----------------|
| There is a program description to be shared with parents, teachers, students, and other stakeholders. | |
| There is a written mission, vision, and outcomes. | |
| Mission, vision, and outcomes are communicated to stakeholders. | |
| Student identification process is in place. | |
| There is an intake form and includes Graduation Incentive criteria. | |
| A CLP is completed for each student. | |
| The completed CLP includes a written parent signature (per MDE requirement). | |
| There is continuity between what is stated in the CLP and what is happening in the classroom. | |
| CLPs are stored on site for at least 3 years. | |
| Curriculum/pedagogy for credit recovery is connected to the first-time credit course. | |
| Student to teacher ratio is 15:1 or less. | |
| All teachers are appropriately licensed. | |
| Programming is year-round. | |
| Attendance policy is in place. | |
| Coordinators/teachers understand how revenue relates to attendance. | |
| Attendance reporting is timely and accurate. | |
| Proper finance procedures are being followed. | |
| Qualitative and quantitative program data is collected, summarized, and shared (including staff, student, and family feedback). | |
| Each program submits a properly completed application on a yearly-basis. | |