Demonstration of Sufficient Progress Site Visit Inventory

Charter Holder Name: Tucson Preparatory School
School Name: Tucson Preparatory School
Site Visit Date: March 16, 2015

Required for: Annual Report
Evaluation Criteria Area: Grad Rate

Document Name/Identification	Intended Purpose and Discussion Outcome
[G.1] Explanation of Documents Governing Board policies ECAPs Graduation Watch List ECAP Calendar Meeting Notes: 010515 , 011515 , 012615 012915 , 020215 , 020515 , 030314 , 030915 , 032014 ,032814 , 082514 , 082714 , 090314 , 091014 , 091114 , 100814 , 100914 , 110314 , 112414 , 121514	**Charter holder indicated the intended purpose of the document was to demonstrate:** how the Charter Holder monitors and follows up on student progress toward completing courses to meet graduation requirements. **The documents provided demonstrate evidence of the following:** • The first step in graduation intervention consists of a thorough analysis of past educational performance. An administrator carefully interviews incoming students and contacts every previously attended school or program to identify high school credits that may have been overlooked or forgotten, including out-of-date Special Education plans. • The ECAP is a check list of graduation requirements with point-in-time academic progress noted. It includes test score histories, pertinent student data and student goals, and serves as a master planning document for high school graduation. An ECAP is created for every incoming student and the plan is reviewed regularly --often monthly -- to identify problems promptly and intervene as needed. Should a problem be identified, an intervention strategy is developed and set in motion • As students move toward completing their high school requirements, they are added to a Graduation Watch List. The watch list shows testing status in each category and shows classes/credits still needed to graduate. The watch list is used during PLC staff meetings in order to gauge progress and needs of the students on the list. This also gives teachers information they need to be supportive of students nearing graduation. The watch list is updated regularly so timely information is available to staff and teachers.
[G.2] of Documents Governing Board policies ECAPs ECAP Calendar Graduation Watch List Meeting Notes: 010515 , 011515 , 012615 , 012915 , 020215 , 020515 , 030314 , 030915 , 032014 , 032814 , 082514 , 082714 , 090314 ,	**Charter holder indicated the intended purpose of the document was to demonstrate:** how the Charter Holder identifies students that are not successfully progressing through required courses. **The documents provided demonstrate evidence of the following:** • Meeting Notes record conversations with teachers regarding student progress in courses, identifying students that are not making progress through courses. Notes indicate academic as well as non-academic issues that are obstacles to student progress. • Registration Credit finder document records request to prior schools to ensure that all credits earned are captured and recorded in student ECAP.

091014 , 091114 , 100814 , 100914 , 110314 , 112414 , 121514 , Registration Credit Finder (question 1)	
[G.3] Explanation of Documents Tutoring time and effort logs Skill building classes Summer School sign-in, schedule Summer School sign-in, schedule 2	**Charter holder indicated the intended purpose of the document was to demonstrate:** how the Charter Holder provides additional academic supports to remediate academic problems for struggling students. **The documents provided demonstrate evidence of the following:** • Tucson Preparatory School helps struggling students through tutoring, accommodated workloads, and class changes that will build strong academic foundations. Summer school is offered for students to take classes toward graduation. Tutoring logs record attendance and time spent at tutoring. • Summer School sign-in documents identify students that participated in a variety of courses and classes that range from additional academic intervention courses, to community programs that provide housing for students and life-skills classes for homeless students, and a summer youth employment program that incorporates classroom time to develop skills for students.
[G.4] Explanation of Documents Dashboard Student AIMS data Credits for Graduation Case Study 1 Case Study 2 Case Study 3	**Charter holder indicated the intended purpose of the document was to demonstrate:** what data demonstrates that these strategies are effective. **The documents provided demonstrate evidence of the following:** • No comparative data for the current year was provided to demonstrate improved graduation rate.