NEXT STEPS NEW HAMPSHIRE

Chart 1: What does your school currently have in place for an ELO written policy & program support?

Program Component	Program Elements	1 - Not in Place 2 - Partially in Place 3 - In Place	Research Results and Reflections	1 – Highest Priority 2 – Moderate Priority 3 – Not a Priority
A: Written policy & program support	Is there a written policy for ELOs?			
	Is there school board, district, and school support for the development of an ELO Program?			
	Is there insurance in place to cover students at their ELO sites?			

Additional Notes:

Chart 2: What does your school currently have in place for processes for developing ELOs?

Program Component	Program Elements	1 - Not in Place 2 - Partially in Place 3 - In Place	Research Results and Reflections	1 – Highest Priority 2 – Moderate Priority 3 – Not a Priority
B: Process for developing ELOs	Is there a budget for an ELO Program?			
	Do the following process and procedural ELO Program materials exist?			
	• Referral Process?			
	• Application?			
	• Contract?			
	• ELO Template?			
	• Code of Conduct & Ethics?			
	• Parent Approval Form?			
	• Transportation Expectations?			
	• Confidentiality / HIPAA Form?			
	• Emergency Contact Form?			
	• Media Release Form?			
	• Internship Site Approval?			

Additional Notes:

Chart 3: What does your school currently have in place for developing and monitoring an ELO plan?

Program Component	Program Elements	1 - Not in Place 2 - Partially in Place 3 - In Place	Research Results and Reflections	1 – Highest Priority 2 – Moderate Priority 3 – Not a Priority
C: Developing and monitoring ELO plan	Does informational material exist for the ELO Program?			
	Is the faculty aware of ELOs?			
	Are families aware of the ELO Program and involved in the ELO process?			

Additional Notes:

Chart 4: What does your school currently have in place for program evaluation?

Program Component	Program Elements	1 - Not in Place 2 - Partially in Place 3 - In Place	Research Results and Reflections	1 – Highest Priority 2 – Moderate Priority 3 – Not a Priority
D: Program evaluation	Does the school have an oversight committee to review the success, shortcomings, and goals of the ELO Program?			
	Does the school seek feedback from all ELO partners (staff, students, families and community partners) and survey their satisfaction with the ELO process and program?			

Additional Notes:

Chart 5: ELO Action Plan

Based on what you learned through researching and reflecting on your school's ELO program elements, create an action plan for the work that you plan to do.

GOALS:		
Action Step:	**Person Responsible:**	**Target Date:**
RESULTS: How will you know you achieved the goal of creating your school's ELO program?		