



## ELO Program Development Readiness Checklist

Complete this 20-question checklist to evaluate your readiness and create an action plan for your ELO program.

A. ELO written policy and program support	1 - Not in place 2 – Partially in place 3 - In place	Notes	1 – Highest priority 2 – Moderate priority 3 – Not a priority
1. Is there a written policy for ELOs?			
2. Is there school board, district, and school support for the development of an ELO Program?			
3. Is there insurance in place to cover students at their ELO sites?			
B. ELO development process and materials	1 - Not in place 2 – Partially in place 3 - In place	Notes	1 – Highest priority 2 – Moderate priority 3 – Not a priority
4. Is there a budget for an ELO Program?			
5. Is there a referral process?			
6. Is there an ELO application?			

C. ELO development process and materials, continued	1 - Not in place 2 – Partially in place 3 - In place	Notes	1 – Highest priority 2 – Moderate priority 3 – Not a priority
7. Is there a contract?			
8. Is there a template for designing an ELO?			
9. Is there a Code of Conduct and Ethics?			
10. Is there a parent approval form?			
11. Have you determined transportation expectations?			
12. Is there a confidentiality / HIPAA form?			
13. Is there an emergency contact form?			
14. Do you have a media release?			
15. Do you have an internship site approval process?			

D. ELO program promotion	1 - Not in place 2 – Partially in place 3 - In place	Notes	1 – Highest priority 2 – Moderate priority 3 – Not a priority
16. Does informational material exist for the ELO Program?			
17. Is the faculty aware of ELOs?			
18. Are families aware of the ELO Program and involved in the ELO process?			
E. Program evaluation	1 - Not in place 2 - Partially in place 3 - In place	Notes	1 – Highest priority 2 – Moderate priority 3 – Not a priority
19. Does the school have an oversight committee to review the success, shortcomings, and goals of the ELO Program?			
20. 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?			

# ELO Action Plan

Create an action plan based on your assessment of your school's readiness.

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