Accreditation Portfolio

Northern Arizona Academy/Taylor 44668 AER (Jul 1, 2025 - Jun 30, 2026)
Northern Arizona Academy/Taylor, Taylor, United States of America

Last Modified: 07/14/2025
Status: Ready for Review

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Accreditation Portfolio

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Upload all supporting documentation within timeframes prescribed by Cognia.

The following are required to be completed and submitted prior to the Engagement Review:

• Cognia Assurances

• Executive Summary

• Self-Assessment Diagnostic

• Student Performance Diagnostic (not required for standalone Corporations, Education Service Organizations, Charter School Authorizers, or State Education Agencies)

• Stakeholder Feedback Diagnostic

• Learning Environment Observation Analysis (not required for standalone Corporations, Education Service Organizations, Charter School Authorizers, or State Education Agencies)

• Accreditation Portfolio

Instructions

Select **Evidence Included** or **N/A** where evidence is not applicable to complete the Accreditation Portfolio.

Upload of evidence is required, with a focus on analyzed results rather than raw data. You may attach documents or links to documents in other locations accessible to the evaluator(s). You may also add comments that will help the evaluator(s) understand why you included or did not include certain documentation.

1. **Student Performance**

   Upload documentation of or links to results referenced in the student performance diagnostic including achievement, graduation, attendance, disciplinary information, etc. over the past 2 to 3 years.

   - ● **Evidence Included**
   - ○ No evidence available
   - ○ N/A – Not Applicable

COMMENTS

ATTACHMENTS

Please be sure to upload the files in the Attachments section at the end of the diagnostic.

2. **Improvement Plan**

   Upload documentation of or links to improvement or strategic plan that include major initiatives of the institution (including goals, strategies) and documented results to date.

   - ● **Evidence Included**
   - ○ No evidence available

COMMENTS

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3. **Curriculum**

   Upload documentation of or links to curriculum plan/map/scope and sequence.

- ● **Evidence Included**
- ○ No evidence available
- ○ N/A – Not Applicable

COMMENTS

ATTACHMENTS
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4. **Policies**
Upload documentation of or links to policies governing the institution.

- ● **Evidence Included**
- ○ No evidence available

COMMENTS

ATTACHMENTS
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5. **Organizational Practices and Procedures**
Upload documentation of or links to organizational practices and procedures (e.g., handbooks).

- ● **Evidence Included**
- ○ No evidence available

COMMENTS

ATTACHMENTS
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6. **Professional Learning Plan and Schedule**
Upload a description of or links to the institution's professional learning plan and schedule, including strengths and limitations.

- ● **Evidence Included**
- ○ No evidence available

COMMENTS

ATTACHMENTS
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7. **Evaluation and Supervision Process**
Upload a description of or links to the institution's evaluation and supervision process, including strengths and limitations.

- ● **Evidence Included**
- ○ No evidence available

COMMENTS

ATTACHMENTS
Please be sure to upload the files in the Attachments section at the end of the diagnostic.

8. **Budget**
   Upload a copy of or links to the most recent budget.

   - ● **Evidence Included**
   - ○ No evidence available

COMMENTS

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9. **License to Operate**
   Only for non-public/private schools: upload a copy of or links to the institution's license to operate. All other institutions select **N/A – Not Applicable**.

   - ○ Evidence Included
   - ○ No evidence available
   - ● **N/A – Not Applicable**

COMMENTS

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10. **Quality Assurance and Oversight Process**
    Only for Systems: upload a description of or links to the quality assurance and oversight process for all schools in the system. All other institutions select **N/A – Not Applicable**.

    - ○ Evidence Included
    - ○ No evidence available
    - ● **N/A – Not Applicable**

COMMENTS

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11. **Assurances**
    Upload or provide links for the following Cognia Assurance(s): #5 - Audit Letter, #6 - Crisis Management Plan and #7 - Training Certificate. Provide any additional information/documentation specific to your institution type (optional).

    - ● **Evidence Included**

    ○   No evidence available

COMMENTS

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12. **Other (optional)**

Upload or provide links to any additional targeted information/documentation that would support the Engagement Review Team in evaluating the institution's adherence to standards. If no further evidence, select **N/A – Not Applicable**.

- ●   **Evidence Included**
- ○   N/A – Not Applicable

COMMENTS

ATTACHMENTS

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ATTACHMENT SUMMARY

Attachment Name	Description	Item(s)
Assurance 2 - ASCBS Operational Dashboard	Compliance to operational standards and rules as evaluated by the Arizona State Charter School Board	11
Assurance 2 - Link to ASCBS Compliance	Compliance Checklists to ensure compliance as a Charter School provided by ASCSB reviewed annually and updates to policies made.	11
Assurance 2 - Link to Records Retention Schedules	Records retention schedules to ensure files are retained properly	11
Assurance 2- Anti Discrimination Policy (Career Development Inc Non -Profit policy p 11)	Antidiscrimination Policy including a list of laws CDI abides by.	11
Assurance 2- link to Open Meeting Law	Laws pertaining to open meetings	11
Assurance 2-Link to Charter School Law Statutes	Link to Arizona Statutes pertaining to charter schools as provided by ASCBS	11
Assurance 3 - Monthly Letter Home 2	March monthly letter home, included with progress report.	11
Assurance 3- Monthly Letter Home	Monthly letter home August 2024	11
Assurance 3- NAA Facebook Page	Facebook page for NAA Charter	11
Assurance 3-NAA Website	Website for NAA	11
Assurance 4 - Governing Board By-Laws (Non -Profit Policy pp5-52)	Buy laws for CDI's Governing Board	11
Assurance 5 - Audit Letter 1	Audit letter 1	11
Assurance 5 - Audit Letter 2	Assurance 5 - Audit Letter 2	11
Assurance 5 - FY24 Final Audit Report Financials	Final report from independent accounting firm on audit of Naorthern Arizona Academy's financials.	11
Assurance 5-FY24 Final Audit Report Legal Compliance	Final Audit Report from independent accounting firm on NAAs legal compliance.	11
Assurance 6 - Emergency Response Plan Administration	Emergency Response plan copy that requires information for administration. Aligns to Standards 9 and 11	11
Assurance 6-Emergency Response Plan	Emergency Response Plan provided to staff. Aligns to Standards 9 and 11	11
Assurance 7 - AC Engagement Review Training	Engagement Review Training for Amy Carlyle	11
Assurance 7 - CC Engagement Review Training	Engagement Review Training for Christina Cormier	11
Assurance 7- NS Engagement Review Training	Assurance 7 - Engagement Review Training for Nichole Sellers	11
Employee Policies and Procedures Documentation	Folder contains the Employee Policy and procedures Manual and a guide aligning policy to Cognia Standards.	4, 5, 12
Non Profit Documentation	Folder contains Non-Profit Policies and Procedures and guide to Cognia Standard alignment	4, 5, 12
Standard #11- National School Lunch Program Policies and Procedures (Full document)	Standard Operating procedures for NSLP and SFSP	5
Standard 2 - ASCSB Financial Dashboard	Financial compliance as evaluated by the Arizona State Charter School Board.	11
Standards #1, 12, 13, 15, 16, 17, 24, 27, and 28- Exceptional Student Services Policies and Procedures	Policies and Procedures for identifying SPED and 504 students and creating required paperwork and services for those students. Multiple standards align to this document including Standards 1, 12, 13, 15, 16, 17, 24, 27, and 28	4, 5, 11, 12
Standards #11, 16, 27- Remote Learning Plan	Form to set goals and outline the requirements and graduation plan for students qualifying for remote learning.	5, 12
Standards #11, 28 - Enrollment Folder	Folder containing enrollment form and documents to support enrollment.	5, 12
Standards #12, 16, 17, 27 - Personal Curriculum Request	Form to request a personal curriculum to reduce math requirements for identified students	5
Standards #12,14,18,20,21,23 - Curriculum Maps and Resource	Folder that contains Curriculum Maps for face to face courses	3
Standards #14, 15, 16, 17, 18, 19, 28 - Internships, Work Study and Job Shadowing	Documents related to the internship, job shadowing and work study programs at NAA	5, 12

🔗 Standards #14, 15, 17, 19, 20, 28 - Education and Career Action Plan	Folder containing Student Education and Career Action Plan form and guidance document.	5
📄 Standards #15, 17, 27 - Tiered Interventions	Copy of tiered interventions used at NAA for Academic, behavior and attendance.	5, 12
📄 Standards #3,15,22,24,26,30,31 - Academic Dashboard District	Academic Dashboard from Arizona State Charter School Board on Career Development Inc's academic performance.	1, 12
📄 Standards #3,15,22,24,26,30,31 - Academic Dashboard Northern Arizona Academy Taylor	Arizona State Charter School Board Academic dashboard for Northern Arizona Academy	1, 12
📄 Standards #3,15,22,24,26,30,31 - Arizona Department of Education School Report Card	Arizona Department of Education School Report Card for Northern Arizona Academy	1, 12
📊 Standards #3,15,22,24,26,30,31 - Short term and Longitudinal Data	Data tracked by the school to determine programmatic strengths and weaknesses	1, 2, 12
🔗 Standards #3,15,24 - Executive Director 360	ED 360 evaluation distributed to stakeholders for feedback on performance	7, 12
🔗 Standards #3,15,24 -Campus Manager 360	Standards #3,15,24 - Evaluation sent to stakeholders to provide feedback on Campus Manager's performance	7, 12
📄 Standards #3,7,8,9,11,26-What's Going On email samples	Samples of emails from the Executive Director to Staff members and Board	12
📄 Standards #5,6,9,13,25,29 - PLC Meeting Topics and Training	PLC Meeting Topics and Training	6, 12
📄 Standards #6, 10, 24 - Evaluation, Professional Development and Goals Tracking document and timeline	Document that contains the timeline for teacher observation and evaluation and professional development goals and timeline.	6, 7
📄 Standards #6,7,11,13 - Campus Manager and Executive Director Training Schedule FY26	Campus Manager and Executive Director Training Schedule FY26	12
📄 Standards #7,8,15,24,26,29 - Integrated Action Plan FY26	Integrated Action Plan for the 2025-2026 school year.	2
📊 Standards #7,8,15,24,26,29 -Current Budget	NAA most current budget	8
📄 Standards #7,8,15,24,26,29 -Integrated Action Plan FY25	Integrated Action Plan for the 2024-2025 school year	2
📄 Standards #9, 11, 24, 26 - FY26 Calendar	FY 26 Calendar including PLCs, Coaching mini training and other important events	5, 6, 12
🔗 Student Handbook Documentation	Folder includes the Students Handbook, guide to alignment to Cognia Standards and individual policies saved by standard.	4, 5, 12