Credit recovery programs can significantly differ across schools and districts, reflecting their unique capabilities and student needs. This analysis is your companion to help you streamline your requirements and ideas, paving the way for an optimal credit recovery program tailored for your students. Plus, it ensures the smooth operation of your program, even when expansion is on the horizon. Let’s get started on creating the best educational opportunities for your students!

**Evaluation**

**What are your goals for a credit recovery program?**
- Boost graduation rates
- Reach underserved populations
- Balance cuts in other programs
- Bridge pandemic-era learning gaps

**How are you currently serving your population in need of credit recovery?**
- Summer programs
- Alternative schedules
- Community partners (Boys & Girls Club, etc.)
- Night/weekend classes
- Other ___________________________________

**What are some current/future funding sources for the program?**
- Regular per-student funding
- Discretionary budget
- Grants
- Merit-based funding

**What are the expectations of the content?**
- Aligned to state standards
- Ability to customize courses/curriculum
- Mastery-based
- Multi-language support
Credit recovery program needs analysis

What customizations would you require?
- Option to rearrange curriculum to create custom resources
- Ability to import instructor-created content (documents, links, presentations)
- Accessibility options
- Flexible assignment options to meet student interests

Focus Question:
If you could design a credit recovery program from scratch, what would it look like?

Implementation

Who will staff the program?
- Teachers
- Other staff/guidance
- Student-teachers/part-timers
- Volunteers

What will their responsibilities be?
- Content delivery
- Grading
- Classroom support
- Administrative/clerical (attendance)

Is extra staff coaching needed?
- Yes, for all tasks
- Yes, but only coaching in effective blended learning strategies
- No
- Only for non-staff, volunteers, and student-teachers
Credit recovery program needs analysis

**What will the criteria for student eligibility be?**
- Open to all
- Missing credits
- GPA
- Responsibilities outside of school (work, childcare)

**How will you recruit students for the program?**
- Guidance referral
- Teacher referral
- Referrals based on data
- School/parent communications

**When will the program be offered to students?**
- Before/after school
- During the school day
- Summer/holiday breaks
- Online, anytime

**In which learning environment will the program operate?**
- Classroom
- Online, anytime
- Online, synchronously
- Off-campus facility

**How will the program be paced?**
- Follow existing semester schedule
- Self-paced
- Condensed schedule
- Flexible

**Focus Question:**
What are some challenges your school/district typically faces when implementing new programs?
Credit recovery program needs analysis

Will students need greater access to devices to complete their credit recovery work?
- Yes
- No
- Unsure

What devices are available for students to use?
- Computer lab/media center
- Laptop/tablet carts
- 1:1 devices (devices students carry with them throughout the year)
- Personal devices (BYOD)

What procedures will teachers/staff need to learn to navigate the program?
- How to enter grades for assignments
- How to communicate with students
- New ways to deliver content (video, message board, etc.)
- How to best collaborate with colleagues
- How to differentiate instruction under the new program

What procedures will students need to learn to navigate the program?
- How to ask for help
- How to log in and out of the program
- How to navigate to assignments
- How to monitor their own progress

Other “must have” technology features?
- Single sign-on support
- Integration with the SIS
- 24/7 technical support
- ADA compliance and accessibility features

Focus Question:
Did your last technology roll-out go as expected? How can that experience be used to inform this initiative?
Credit recovery program needs analysis

### Stay on Track

#### How will teachers be available for content questions?
- In-person
- Email
- Office hours
- Other messaging

#### In what ways can instructors check in with students to discuss progress?
- Weekly progress meetings
- Regular emails/texts/phone calls
- Periodic reporting
- Parent-teacher meetings

#### How will instructors encourage collaboration?
- Group project
- Class and/or threaded discussion
- Contests
- Messaging tool or social media

#### How will you communicate progress to stakeholders, including parents, other teachers, counselors, and community partners?
- LMS/SIS integration
- Email
- Periodic conferences
- Parent/guardian portal within the system itself

#### How will student progress and program data be tracked?
- Traditional grading
- Integration with LMS/SIS
- Assessment in scheduled intervals
- Evaluation at end of course

#### What are the expectations for students?
- Consistent attendance/progress
- On-time course completion
- On-task behavior
- Parental involvement
Credit recovery program needs analysis

How will student work be captured for future reference/portfolios?
- Cloud storage
- Binders/folder
- Need vendor input
- Not necessary

How will you measure success for the program?
- Decreased dropout rate
- Course completion rate
- Increased 4/5-year graduation rate
- College acceptance
- Total credits earned

What are some ways in which the program may need to grow/change in the future?
- Richer selection of courses
- More advanced technology options (mobile use, BYOD, AI, etc.)
- Ability to serve more students
- Ability to include other locations/schools

Focus Question:
Project 1/5/10 years out—what do your credit recovery services look like?

Take the next step in your credit recovery preparation with our interactive Credit Recovery Workbook.