This guide has been developed to help you evaluate the type of credit recovery program you are looking to offer, the students you are looking to serve, and the instruction and staffing that will be needed for a successful program implementation. Use the questions below as a reference when planning your credit recovery program.

**Implementation**

How are you currently serving your population in need of credit recovery?

- □ Virtual or in person
- □ Types of courses being offered
- □ Time of year available
- □ Through a 3rd party

What will the criteria for student eligibility be?

- □ Student request
- □ Teacher/guidance counselor input
- □ Cohort comparative data
- □ Unit recovery

When will the program be offered to students?

- □ Summer break
- □ Set times during the school day
- □ Before or after school/weekends
- □ Anytime, year-round (online)

In which learning environment will the program operate?

- □ Fully virtual
- □ Direct instruction
- □ Blended
- □ Flipped classroom
## Credit recovery program planning guide

### How will the program be structured?
- Program location
- Resources for students
- Enrollment and completion timelines

### What are the program policies?
- Contact for program questions
- How will grading be managed?
- Contact for course questions
- Letter grade or pass/fail grading

### How will student progress and program data be tracked?
- Technologies and systems
- Who will run student intervention?
- Who will oversee and monitor data?
- Real-time decision-making

### What are the expectations for all stakeholders?
- Administrators/teachers
- Students
- Parents

### What other resources are needed for a successful program?
- Staffing
- Curriculum
- Technology
- Parent communication tool

### Can the program easily grow?
- Are scalability and flexibility concerns?
- Can more course choices be added?
- Can more students be added?
- Can students pick up where they left off?

### What are the expectations for the program content?
- Is it aligned to state standards?
- Must students complete the entire course to earn credit?
- Do courses need to be customized?
Stay on Track

What procedures do 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 will teachers be available for content questions?
- Via email
- In the classroom

When will students have consistent time to access content?
- During designated lab time
- At home as homework
- Before and/or after school

In what ways can instructors check in with students to discuss progress?
- Weekly progress meetings
- One-on-one tutoring sessions
- Whole-group knowledge check
- Parent-teacher meetings

How will instructors encourage collaboration?
- Group projects
- Contests
- Class and/or threaded discussions
- Communication tool or social media

How will students take notes?
- Notebook (physical or virtual)
- Online resources (such as Evernote or OneNote)
- Built-in notetaking feature in program
What should be included in a physical portfolio to keep student work organized?

- Copy of student contract
- Course tracking sheet and progress reports
- Notebook
- Offline documents (if applicable)

Program Management

What should you discuss during regular progress meetings with students?

- Pacing
- Strengths
- Areas of improvement
- Unanswered questions

Have communication strategies and areas of responsibility been reviewed by all stakeholders after initial expectations were shared?

- Administrators/teachers
- Students
- Parents

What topics should be discussed during educator group meetings?

- Educator meeting scheduling
- Student attendance and engagement
- Instructional issues
- Reporting best practices
- Remediation strategies

What are ways you can customize a credit recovery curriculum?

- Rearrange curriculum to create custom resources
- Import instructor-created content (documents, web links, presentations)
- Flexible assignment option to meet student interests

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