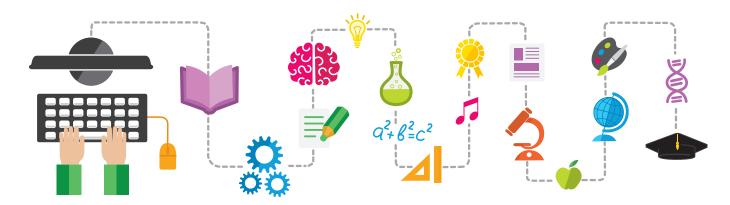# edmentum™

# Credit Recovery Program Planning Worksheet

This worksheet has been developed to help you review 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.

**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?

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**What will the criteria for student eligibility be?**
- Student request?
- Teacher/guidance counselor input?
- Cohort comparative data?

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**When will the program be offered to students?**
- Summer break?
- Before or after school/weekends?
- Set times during the school day?
- Anytime, year round (online)?

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**In which learning environments will the program operate?**
- Fully virtual?
- Direct instruction?
- Computer assisted/blended?

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

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

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

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## What are the expectations for all stakeholders?
- Adminstrators/teachers?
- Computer lab coordinators?
- Students?
- Parents?

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## What additional resources are needed for a successful program?
- Staffing?
- Curriculum?
- Technology?

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## Can the program easily grow?
- Is scalability and flexibility a concern?
- Can more students be added?
- Can more course choices be added?

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

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