

Roadmap to Early College High School Opening

The following timeline provides districts and IHE partners a progression of activities to develop plans to meet the Blueprint design elements, Blueprint products and the provisional OBM targets for their inaugural 9th grade student cohort (see [Blueprint](#) for an overview of design elements, products, and OBMs, and see [Infographic](#) for an overview of the phase-in process). Districts and IHE partners are expected to complete each of the activities with support from their TEA selected technical assistance provider.

Through the 18-month planning process, district and IHE partners will:

- Establish strategies to meet the Blueprint design elements, products, and provisional OBM targets
- Develop a strong partnership between the district and college credit provider
- Build a MOU that meets the needs of both the campus/district and the IHE
- Determine long-term funding
- Build a leadership team for student success
- Establish a course of study crosswalk which enables a student to combine high school courses and college-level courses to earn either an associate's degree or at least 60 semester credit hours toward a bachelor's degree
- Develop high-quality college and career pathways that ensure students attain postsecondary credentials with value in the labor market and launch rewarding careers

18-Month Timeline

		Required Activities	Not Yet Started	In Progress	Complete	Blueprint Products
18 Months Prior to Launch	Spring: May, June	➤ Identify existing staff to fulfill early college leader role or post job position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Description of each member and role in committee • ECHS/IHE leadership meeting agendas and minutes • School Board and Board of Regents' presentations • ECHS leader/liaison meeting agendas and notes
		➤ Identify members of the leadership team, ensuring district, school, college, and community buy-in	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		➤ Use data analysis to establish the need for programming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		➤ Review and understand blueprint to understand design elements and OBM phase-in process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<ul style="list-style-type: none"> ➤ Convene leadership team <ul style="list-style-type: none"> ○ Roles & responsibilities of partners ○ Initial conversation about vision and mission statement ○ Start of MOU discussion ○ Post all meeting schedules, agendas and minutes on website ○ Start to develop a plan to meet access OBMs 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14 Months Prior to Launch	Summer: July, August	➤ Using data, such as local labor market information, start to draft aligned pathways course crosswalk based on the needs within the community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • ECHS/IHE leadership meeting agendas and minutes
		<ul style="list-style-type: none"> ➤ Convene leadership team: <ul style="list-style-type: none"> ○ Continue MOU discussion ○ Establish shared vision and mission statement ○ Begin sustainability conversation <ul style="list-style-type: none"> ▪ Is start-up funding available? ▪ How are dual enrollment courses funded, including tuition, text books, transportation, etc.? ▪ How are dual enrollment courses staffed (e.g., what is the process for high school faculty to teach college coursework?) ▪ How can partners share costs? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

		Required Activities	Not Yet Started	In Progress	Complete	Blueprint Products
12 Months Prior to Launch	Fall: Sept, Oct, Nov	➤ Onboard early college leader	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Written recruitment plan, including a timeline of recruitment and enrollment events, and recruitment materials for distribution at feeder schools and other appropriate locations in the community Written communications plan for targeting identified audiences, including parents, community members, school board, higher education personnel, etc. ECHS/IHE leadership meeting agendas and minutes
		➤ Draft MOU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		➤ Develop public relations plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		➤ Finalize ECHS model (i.e., stand alone or school-within-school)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		➤ Convene leadership meeting <ul style="list-style-type: none"> Finalize recruitment plan and timeline Strategize to meet access OBMs Review draft MOU and gather last round of feedback Review course crosswalk Review alignment of course crosswalk to high-quality college and career pathways 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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10 Months Prior to Launch	Winter: Dec, Jan, Feb	➤ Finalize and sign MOU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Written admission policy and enrollment application • Brochures and marketing in Spanish, English, and/or other relevant language(s) • Final, signed, and executed MOU • 60 college credit hours crosswalk • ECHS/IHE leadership meeting agendas and minutes
		➤ Finalize course crosswalk that enables participating students the opportunity to complete high school graduation requirements and earn an associate's degree or at least 60 semester credit hours toward a bachelor's degree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		➤ Finalize high-quality college and career pathway(s) that ensure students attain postsecondary credentials with value in the labor market and launch rewarding careers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		➤ Develop student application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		➤ Create promotional and marketing materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		➤ Apply for provisional designation (Feb)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		➤ Convene leadership meeting <ul style="list-style-type: none"> ○ Identify potential academic and emotional support structure ○ Revisit plan to meet access OBMs ○ Develop budget 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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8 Months Prior to Launch	Spring: March, April, May	➤ Conduct student and parent outreach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Calendar of family outreach events • Calendar of TSI administration dates • Tutoring and bridge program calendars and curricula • Advisory/study skills curriculum material • Mentor/induction program plans • ECHS/IHE leadership meeting agendas and minutes
		➤ Determine student assessment timeline (for entrance and while matriculating through the program)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		➤ Convene leadership meeting <ul style="list-style-type: none"> ○ Develop staff plan for teachers, IHE instructors, counselors, administration, support staff, etc. ○ Discuss teacher professional development ○ Plan and finalize summer activities for students (e.g., summer bridge program) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 Months Prior to Launch	Summer: June, July, August	➤ Provide teacher professional development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Professional learning community agendas and notes • Annual training or professional development plan with ECHS and IHE faculty • Master schedules • Aggregate reports of TSI exam performance • ECHS/IHE leadership meeting agendas and minutes
		➤ Hold family orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		➤ Build ECHS culture (within the academic setting as well as through business and community organizations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		➤ Convene leadership meeting <ul style="list-style-type: none"> ○ Develop data review process ○ Start to develop intervention strategies for students ○ Develop master schedule ○ Plan ongoing leadership convening schedule for upcoming school year 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

		Required Activities	Not Yet Started	In Progress	Complete	Blueprint Products
Launch	Fall: Sept, Oct	➤ Inaugural group of students start school	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Continue to post blueprint products on school webpage
		➤ Develop plan for continuous improvement, which should include (but not limited to) regularly reviewing student data, developing evaluation methods to monitor and adjust program accordingly, and keeping track of progress toward OBMs (specifically access OBMs for inaugural cohort of students)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		➤ Continue to convene leadership team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	