

**Tennessee Higher
Education Commission**



**Request for Proposals and
Guidelines for Submission**

Advise TN Partner School Selection

Recommended Notice of Interest Deadline: June 3, 2016

Proposal Deadline: August 12, 2016

I. The Opportunity: Advise TN

Driven by the belief that every student has the potential to attend and thrive in postsecondary education, Advise TN aims to increase the number of Tennesseans accessing higher education. By partnering with high schools to provide college advising services, Advise TN will serve up to 10,000 junior and senior students across Tennessee. Advise TN college advisors will be placed in partner high schools that have articulated their strong commitment to building a college-going culture and currently have a college-going rate below the state average. Partner high schools will be selected through a competitive proposal process. College advisor services will be rooted in research and best practices sourced from Tennessee and around the nation. As part of a statewide network of college access professionals, Advise TN college advisors will collaborate with school counselors, community partners, local nonprofits, and the State of Tennessee to build capacity around college access in the 2016-2017 school year and beyond.

II. Advise TN Program Goals and Metrics

The goal of Advise TN is to collaborate with partner schools to dramatically increase college-going rates and ensure that more students are ready to access and succeed in higher education. To monitor progress in meeting this goal, Advise TN college advisors will implement services and collect data along the following metrics:

- College applications
- College acceptances
- College enrollment
- Scholarship applications and awards
- FAFSA completion
- Tennessee Promise Scholarship application completion
- Completion of Tennessee Promise required meetings and service hours
- ACT scores
- Student participation in one-on-one advising sessions
- Student participation in college visits
- Student and/or parent participation in college workshops and services, including, but not limited to, Path to College events (TN FAFSA Frenzy, College Application Week, College Signing Day, and College Planning Night).
- Student use of CollegeforTN.org

Updates regarding Advise TN program metrics, including pertinent data analysis, will be shared with partner high school leadership and staff.

III. Advise TN Services

According to the Consortium on Chicago School Research, a school-wide culture of college-going is one of the best predictors of whether students will pursue higher education¹. Advise TN college advisors will work with the partner school's community to foster a college-going culture, devise creative approaches to reach and connect with students, and, most importantly, assist students and their families as they navigate the college-going process. Advisors will supplement, not replace, existing high school counseling staff, thereby maximizing the school's ability to reach all students. **At its core, Advise TN is a partnership between the Tennessee Higher Education Commission (THEC) and the partner high school.** As part of a school's commitment to the program, advisors will have physical space in each partner high school. Advisors will report to Advise TN regional coordinators who will work collaboratively with school leadership to ensure both Advise TN and partner school expectations are being met.

Advisors will provide services to all juniors and seniors at each participating high school with the intention of helping students enroll in the postsecondary option where they will be most likely to succeed and persist to a degree or credential—be it a four-year university, community college, Tennessee College of Applied Technology, or other form of quality postsecondary education. Advisors will be distributed across the state with the intention of maintaining a ratio of one advisor for every 350 high school seniors. Following a detailed timeline, advisors will work with every junior and senior student in their respective schools to create a comprehensive college admissions and financial aid plan. Interactions with junior students will focus, in large part, on preparing for the college admission process, college visits, ensuring students are on track academically for college, college fairs, and ACT/SAT preparation and registration. Senior interactions will focus on college application, various admissions and career workshops, Tennessee Promise application, letters of recommendation, completion of the FAFSA, FAFSA verification assistance, scholarship application, and other key college-going milestones. Refer to attachment A for a snapshot of advisor activities organized by season.

Advise TN will leverage a text messaging platform as a medium to deliver relevant, timely, and personalized college-planning information to complement and expand the reach of advisors' access and success efforts. Research indicates that “nudging” students through text messaging has resulted in increased postsecondary enrollment upwards of 11 percent². These messages will center on helping students complete critical college-preparation tasks and provide a platform for students to respond to questions and seek

¹ Roderick, M., Coca, V. Moeler, E., & Nagoaka, J. (2008). From high school to the future: Potholes on the road to college. The University of Chicago Consortium on Chicago School Research.

² Castleman, B.L., & Page, L.C. (forthcoming). Summer nudging: Can personalized text messages and peer mentor outreach increase college going among low-income high school graduates? *Journal of Economic Behavior and Organization*.

help from their college advisor. Through the program, students will begin receiving messages during the spring of their junior year and continue receiving support by text until they enroll in higher education.

IV. Additional Program Details

A. Eligibility

To be eligible for consideration, applicants must be a public high school serving, at minimum, 9th through 12th grade students. Eligible high schools must have a college-going rate that is less than the state average, as determined by THEC. College-going rates will be determined using a three year average. Schools currently participating in GEAR UP TN, a college access and success initiative administered by THEC, are not eligible for participation.

A list of schools meeting the college-going rate requirement is available in attachment B.

B. Timeline

To answer questions and provide further information regarding Advise TN goals and application, THEC will provide a webinar on **Tuesday, May 24, 2016 at 10 AM CDT**. Participation in the webinar is not required to be eligible for program participation. Interested high schools are strongly encouraged to submit a notice of their interest to apply for program by **Friday, June 3, 2016, by 4:00 PM CDT (5:00 PM EDT)**. Final proposals are due **Friday, August 12, 2016, by 4:00 PM CDT (5:00 PM EDT)**.

Relevant dates for the Advise TN partner school selection process are as follows:

Advise TN Partner School Selection Timeline	
Item	Date/Deadline
THEC releases Advise TN Request for Proposals	05/19/2016
Advise TN program overview webinar	05/24/2016 at 10 AM CDT
Submission of Notice of Interest	06/03/2016 by 4PM CDT
Deadline for receipt of Advise TN proposal	08/12/2016 by 4PM CDT
Notifications are delivered to partner schools selected for team interviews	08/22/2016
Partner school team meetings (includes, at minimum, the principal and a counselor)	08/24/2016 – 08/31/2016

THEC announces selected schools	09/06/2016
Mandatory principal workshop in Nashville	09/21/2016
Advisors start delivering services in partner schools	10/12/2016

Details regarding proposal submission and components are available in section VI.

C. Duration of the Partnership

Selected partner high schools are asked to commit to a three year partnership with Advise TN, spanning from the 2016-17 academic year through the 2018-19 academic year. Each year, Advise TN leadership and the partner school principal will have a formal check-in to discuss project implementation and mutual interest in a continued partnership.

D. Subject to Funds Availability

Advise TN is funded by an allocation recommended by Governor Bill Haslam and approved by the Tennessee General Assembly. The program, therefore, is subject to the appropriation and availability of State funds. In the event that the funds are not appropriated or are otherwise unavailable, THEC reserves the right to terminate this initiative by providing written notice to the partner high school.

E. Data Sharing

Partner schools will commit to participating in the evaluation of the Advise TN program by sharing appropriate data and by collaborating with the college advisor to complete an annual performance report (APR). The APR will provide an update on program implementation and progress towards meeting program metrics.

Schools also commit to signing a data sharing agreement between the partner high school, Advise TN college advisor, and THEC to share student-level data of participating students. Data will be used to evaluate the Advise TN program and to allow the advisor to better target interventions and support to meet students’ individual needs. Furthermore, THEC will provide outcome data such as FAFSA completion and college enrollment with advisors and participating schools to assist participants in meeting their goals. Schools must commit to providing the advisor with student-level data from the local student information system as needed. The Advise TN college advisor will continually track all students’ progress towards meeting established benchmarks such as college applications, scholarship applications, and FAFSA completion.

Examples of data that schools must commit to share with THEC and the Advise TN college advisor include, but are not limited to: demographic and enrollment status information, course schedule and grades, standardized test data including ACT scores, attendance and disciplinary data, and high school graduation status.

Examples of data that THEC will share include, but are not limited to: FAFSA completion, Tennessee Promise Scholarship application completion, and college enrollment information.

Examples of data that the advisor will track and share with schools and THEC include but are not limited to: college applications and acceptances; scholarship applications, including the Tennessee Promise scholarship; FAFSA filing and verification status; participation in services such as advising sessions, college visits, and Path to College events.

F. Sustainability

It is the goal of Advise TN to partner with high schools to dramatically increase college-going rates and supplement capacity within partner high schools to sustain and expand college access and success services. As part of implementing Advise TN, the partner high school, college advisor, and THEC staff will collaborate on means to sustain Advise TN activities and further expand the partner high school's college-going culture.

V. *Application Procedures*

A. Notice of Interest

THEC strongly recommends applying high schools to submit a notice to indicate their interest and plans to submit a proposal. To complete this task, applying high schools should complete the online form located here: <http://tn.gov/thec/topic/advisetn>. The notice of interest will require each school identify a school liaison with whom THEC will communicate for the remainder of the partner school selection process. While recommended, schools are not required to submit a notice of interest to apply. THEC asks schools to submit notices of interest via the online form to THEC by **4:00 PM CDT (5:00PM EDT) on Friday, June 3, 2016**.

B. Preparation of the Application

The narrative sections of the proposal must have one-inch margins and the font used must not be smaller than 11-point. This narrative portion of the application shall not exceed 10 pages. The cover page and letters of support do not count toward the 10 page limit. The proposal sections are labeled and must be returned in order, as shown:

1. Cover Page, signatures required
2. School Commitment to the Advise TN Partnership

3. School Enrollment Information
4. Letters of Support

An editable version of the application packet is available here: <http://tn.gov/thec/topic/advisetn>.

C. Submission

The grant proposal submission deadline is **4:00PM CDT (5:00PM EDT), on Friday, August 12, 2016**. Submissions should be emailed to Melinda Dunn at Melinda.Dunn@tn.gov. Proposals should be no longer than 10 pages, excluding letters of commitment and applicable resume. Incomplete applications will not be considered.

D. Notification

Notice will be sent to the partner school contact listed on the grant application confirming receipt by THEC within two business days. It is the sole responsibility of the applying school to verify receipt of the proposal.

E. Review Process

THEC anticipates selecting high schools to serve approximately 10,000 seniors across the state. There are two components to partner high school selection: 1) proposal review and 2) Advise TN team meetings.

Proposal Review. A review panel composed of readers with K-12 education and college access expertise will evaluate partner school applications in light of the required application components and commitment to the project. The review panel's scores and recommendations will be the primary determinant of successful proposals and will form the basis for final selection for a team meeting.

Proposals will be ranked according to the final score assigned by the review panel and selected for consideration based upon the following criteria:

1. Final score assigned to each proposal and consensus by the review panel that the project will be successful at the applying high school;
2. The extent to which proposals represent the educational needs and geographic diversity of Tennessee.

The proposal review process will result in a slate of potential partner schools that will be invited to participate in a team meeting.

Team Meeting. Following the proposal review, THEC will contact the school liaison to schedule a meeting between THEC staff and a team from the applying high school. Only schools that are recommended as finalist by the proposal review team will have an in-person meeting. High school teams will, at minimum, include the high school principal

and at least one school counselor who has the responsibility of working with high school seniors. The ideal team would also include other key administrators and staff that the principal envisions playing an important role expanding the school's college-going culture in partnership with Advise TN. The purpose of the team meeting is to discuss the goals and objectives of the initiative, confirm mutual commitment to the project, and answer any questions. Team meetings will take place **August 24 – 31, 2016** and will be held regionally.

Final Selection. Following team meetings, THEC staff will make final partner high school determinations. Schools will be notified regarding their selection on **September 6, 2016**. Upon notification of their selection, partner schools will be provided a memorandum of understanding which outlines roles and responsibility related to the Advise TN partnership.

VI. Proposal Components

A. Cover Page

Applicants must complete the Advise TN cover page and include all required signatures. Applicants must designate a primary contact for all communications regarding the selection process.

B. School Commitment to the Advise TN Partnership

Applicants must provide a narrative that addresses the following questions:

1. A school-wide belief that all students have the potential to attain a postsecondary credential is key to improving student college-going outcomes. Please provide a narrative which outlines the school's commitment to increasing the number of students who access and succeed in postsecondary education. In addition, responses should address the following:
 - (a) How does participation in Advise TN address the particular needs of the applying school?
 - (b) What existing student-level services or interventions, offered by the school or its partners, are currently in place and focus on increasing the number of students accessing postsecondary education? How can these initiatives be aligned with Advise TN? What are the areas for growth?
 - (c) How will the entire school community, including school administrators, counselors, and other faculty, support efforts to improve college-going rates? How might other staff partner with the college advisor and support college access and success initiatives (i.e., provision of data, completion of FAFSA nights, etc.)?

2. Part of the Advise TN program model is to allow time and space for each junior and senior student to have one or two individual one-on-one advising sessions with a school counselor and/or Advise TN college advisor to discuss postsecondary planning. Provide a brief narrative articulating how this requirement will be accommodated within the current class schedule and structure. For instance, can the school provide time for these sessions during Response to Instruction and Intervention or a particular class period? Understanding the workload currently assigned to the counseling staff, would the applying school anticipate school counselors participating in these sessions?
3. Describe the type and adequacy of space (locations, amount of space available, other resources available on site) for the Advise TN college advisor. Participation in the program does not necessarily necessitate a separate office for the college advisor, although that is ideal. At minimum, the advisor should have a designate location which can accommodate one-on-one meetings with students.
4. Please answer yes or no to the following Advise TN partnership commitments:

Commitment	Yes	No
Commit to designate an Advise TN liaison (typically an administrator or school counselor) who will serve as the primary point of contact for the Advise TN college advisor.		
Commit to develop and implement an Advise TN work plan of activities, services, and initiatives focused on the Advise TN metrics. The work plan will be collaboratively developed and agreed to by both Advise TN and the partner high school each semester. All activities will focus on the Advise TN metrics and calendar of activities.		
Commit to partner with Advise TN staff in arranging and allowing students to attend at least one college visit.		
Allow for and assist in the implementation of Path to College Events, including College Application Week, TN FAFSA Frenzy, College Signing Day, and College Planning Night.		
Allow for and assist in the implementation of college knowledge and informational workshops for students and families as mutually agreed upon by both Advise TN college advisors and partner school staff.		
Allow for and assist in the implementation of a text messaging platform, provided by Advise TN, to notify students of key college-going milestones.		
Commit to participate in necessary memorandum of understanding, data agreements, and evaluation studies.		

Commit to the creation of a College Access Steering Committee focused on developing sustainability, resource development, building new partnerships, and creating a college-going culture. Steering Committees, convened by the college advisor in partnership with school staff, should consist of representatives from the high school administration, local policy makers, business, local postsecondary institutions (if applicable), and other key stakeholders. Advise TN will provide technical assistance in assembling the College Access Steering Committee.		
Allow release time for at least one school counselor to attend college access and success professional development provided by THEC and its partners. Professional development will occur once a semester and will be offered at no cost to the partner high school. Schools will be responsible for travel costs associated with the trainings.		
Commitment of the partner school principal and school liaison to participate in an annual daylong workshop in Nashville regarding Advise TN implementation.		
Commit to allow the Advise TN college advisor to assimilate into the school culture, including attendance to faculty meetings and other functions as appropriate.		
Commit to an annual check-in with Advise TN leadership to discuss project implementation and continued partnership.		

C: School Enrollment Information

Please provide information about the size of the applying school using the chart below. Provide estimated figures for the 2016 – 2017 academic year.

Data Element	2015 – 2016 Academic Year	2016 – 2017 Academic Year (anticipated)
Number of 11 th Grade Students		
Number of 12 th Grade Students		
Number of 9 th -12 th Grade Students		

D: Letters of Support

Applying partner high schools must provide a letter of support from the director of schools, high school principal, and at least one counselor working with high school seniors. Applicants are encouraged to elicit additional letters of support from community partners and other key staff who will participate in building a school college-going culture.

Attachment A – Snapshot of Advise TN Services by Season

The work of college advisors with students will be structured and standardized according to research and best practices of other proven models. Student interventions may include the following:

Fall:

- Senior advising meetings (choosing colleges to apply to)
- Senior college applications
- Tennessee Promise application
- College Application Week
- FAFSA Completion / TN FAFSA Frenzy
- College fairs

Winter:

- Junior advising meetings (confirm progress toward college application in the fall)
- Senior scholarship applications
- Junior ACT Prep

Spring:

- College Signing Day
- College Planning Nights for juniors and their families
- Review of student financial aid packages, choosing the best fit
- Financial aid literacy for juniors
- College field trips for juniors

Summer:

- Summer melt interventions (i.e., texting)
- Transition to college
- Completion of FAFSA verification, when applicable

Attachment B – List of Schools that Meet the College-Going Rate Requirement

To be eligible for consideration, applicants must be a public high school serving, at minimum, 9th through 12th grade students. Eligible high schools must have a college-going rate that is less than the state average, as determined by the Tennessee Higher Education Commission. College-going rates will be determined using a three year average.

The following list includes schools with a college-going rate less than the state average over a three year time period (Fall 2013 – Fall 2015). The college-going rate includes high school graduates who enroll in a postsecondary institution by the fall immediately following high school graduation.

County Name	School Name
Anderson	Anderson County Career Technical Center
Anderson	Clinton High School*
Bedford	Cascade High School
Bedford	Community High School
Bedford	Shelbyville Central High School
Benton	Benton County Career / Technical Center
Benton	Big Sandy School
Bledsoe	Bledsoe County High School
Blount	Heritage High School
Blount	William Blount High School
Bradley	Bradley Central High School*
Bradley	N. Cleveland GOAL Academy*
Campbell	Campbell County Comprehensive High School*
Campbell	Jellico High School*
Cannon	Cannon County High School
Carroll	West Carroll Junior/Senior High School
Carter	Hampton High School
Carter	Happy Valley High School
Carter	Unaka High School
Cheatham	Cheatham Co Central
Cheatham	Sycamore High School
Chester	Chester County High School
Claiborne	Claiborne High School*
Cocke	Cocke Co Adult High School
Cocke	Cocke Co High School
Cocke	Cosby High School
Coffee	Coffee County Central High School

Crockett	Crockett County High School
Cumberland	Cumberland County High School
Cumberland	Stone Memorial High School
Cumberland	The Phoenix School
Davidson	Antioch High School*
Davidson	Cane Ridge High School
Davidson	Cora Howe School
Davidson	Glenclyff High School*
Davidson	Hunters Lane Comp High School
Davidson	John Overton Comp High School
Davidson	Maplewood Comp High School*
Davidson	McGavock Comp High School
Davidson	Metro Nashville Virtual School
Davidson	Pearl Cohn Magnet High School*
Davidson	Stratford STEM Magnet High School*
Davidson	The Academy at Hickory Hollow
Davidson	The Academy at Old Cockrill
Davidson	The Academy at Opry Mills
Davidson	W. A. Bass Adult High School
Davidson	Whites Creek Comp High School*
DeKalb	De Kalb County High School
Dickson	Creek Wood High School
Dickson	Dickson County High School
Dickson	New Directions Academy
Dyer	Dyer County High School
Fayette	Fayette Ware Comprehensive High School
Fentress	Alvin C. York Institute
Fentress	Clarkrange High School
Fentress	Fentress Co Adult High School
Franklin	Franklin Co High School
Franklin	Huntland School
Gibson	Bradford High School
Gibson	Humboldt High School
Gibson	Milan High School
Gibson	Peabody High School
Giles	Giles Co High School
Giles	Richland School
Grainger	Grainger Academy
Grainger	Grainger Co Adult High
Grainger	Washburn School*

Greene	Chuckey Doak High School
Greene	North Greene High School
Greene	South Greene High School
Greene	West Greene High School
Grundy	Grundy Academy
Grundy	Grundy County High School
Hamblen	Morristown East High
Hamilton	Brainerd High School
Hamilton	East Ridge High School
Hamilton	Hamilton County Collegiate High at Chattanooga Site
Hamilton	Hamilton County High School
Hamilton	Sequoyah High School
Hamilton	The Howard School
Hardeman	Central High School*
Hardeman	Middleton High School*
Hardin	Hardin County High School
Hawkins	Cherokee High School
Hawkins	Clinch School
Hawkins	Volunteer High School
Haywood	Haywood High School*
Henry	Henry Co High School
Hickman	East Hickman High School
Hickman	Hickman Co Sr High School
Houston	Houston Co High School
Humphreys	Waverly Central High School
Jackson	Jackson County High School
Jefferson	Jefferson Co High School
Johnson	Johnson Co High School*
Knox	Austin East High/Magnet
Knox	Carter High School
Knox	Dr. Paul L. Kelley Volunteer Academy
Knox	Fulton High School
Knox	Knox Adaptive Education Center
Knox	Knox County Adult High School
Lake	Lake Co High School
Lauderdale	Halls High School
Lauderdale	Ripley High School
Lawrence	Lawrence Co High School
Lawrence	Loretto High School
Lawrence	Summertown High School

Lincoln	Fayetteville High School
Lincoln	Lincoln County High School
Loudon	Lenoir City High School
Loudon	Loudon High School
Macon	Macon County High School
Macon	Red Boiling Springs School
Madison	Jackson Central-Merry Academy of Medical Technology High School
Madison	Liberty Technology Magnet High School
Madison	North Side High School
Madison	South Side High School
Marion	Marion Prep Academy
Marion	Whitwell High School
Marshall	Marshall Co High School
Maury	Culleoka Unit School
Maury	Hampshire Unit School
Maury	Mt Pleasant High School
Maury	Northfield Academy
Maury	Santa Fe Unit School
Maury	Spring Hill High School
McMinn	McMinn High School
McNairy	Adamsville Junior / Senior High School*
McNairy	McNairy Central High School*
Meigs	Meigs County High School
Monroe	Monroe Academy
Monroe	Sequoyah High School
Monroe	Sweetwater High School
Monroe	Tellico Plains High School
Montgomery	Clarksville High School
Montgomery	Kenwood High School
Montgomery	Montgomery Central High School
Montgomery	Northeast High School
Montgomery	Northwest High School
Montgomery	The Middle College @ Austin Peay State University
Montgomery	West Creek High School
Morgan	Central High School
Morgan	Coalfield School
Morgan	Morgan County Vocational Center
Morgan	Oakdale School
Morgan	Sunbright School

Overton	Livingston Academy
Polk	Copper Basin High School
Polk	Polk County High School
Putnam	Monterey High School
Putnam	Upperman High School
Rhea	Rhea County High School
Roane	Midtown Educational Center
Robertson	East Robertson High School
Robertson	Greenbrier High School
Robertson	Jo Byrns High School
Robertson	Springfield High School*
Rutherford	Holloway High School
Rutherford	Lavergne High School
Rutherford	Riverdale High School
Rutherford	Smyrna High School
Rutherford	Stewarts Creek High School
Scott	Scott High School
Sequatchie	Sequatchie Co High School
Sevier	Gary Hardin Academy
Sevier	Pigeon Forge High School
Sevier	Sevier County High School
Shelby	B T Washington High School
Shelby	Carver High School
Shelby	Cordova High School*
Shelby	Craigmont High School
Shelby	Douglass High School
Shelby	East High School*
Shelby	Fairley High School
Shelby	Frayser High School
Shelby	Hamilton High School
Shelby	Hillcrest High School
Shelby	Kirby High School
Shelby	Manassas High School
Shelby	Melrose High School
Shelby	Memphis Academy of Health Sciences High School
Shelby	Memphis Adult High School
Shelby	Memphis Business Academy High School
Shelby	Memphis School of Excellence
Shelby	Millington High School
Shelby	Mitchell High School

Shelby	Northeast Prep School
Shelby	Northside High School
Shelby	Northwest Prep School
Shelby	Oakhaven High School
Shelby	Overton High School
Shelby	Raleigh Egypt High School
Shelby	Sheffield High School
Shelby	Southeast Prep School
Shelby	Southwest Prep School
Shelby	Southwind High School
Shelby	Trezevant High School
Shelby	Westwood High School
Shelby	Wooddale High School
Smith	Gordonsville High School
Smith	Smith County High School
Stewart	Stewart Co High School
Sullivan	Cora Cox Academy
Sullivan	Sullivan East High School
Sullivan	Sullivan North High School
Sumner	E B Wilson
Sumner	Gallatin Senior High School
Sumner	Portland High School
Tipton	Covington High School
Tipton	Munford High School
Trousdale	Trousdale Co High School
Unicoi	Unicoi Co High School
Union	Union County Alternative Center
Union	Union County High School*
Van Buren	Van Buren Co High School
Warren	Warren County High School
Washington	David Crockett High School
Wayne	Frank Hughes School*
Weakley	Dresden High School
White	White County High School
Williamson	Renaissance High School
Wilson	Lebanon High School
Wilson	Watertown High School

* Indicates a school participating in the GEAR UP TN program. GEAR UP TN schools are not eligible to participate in the Advise TN project.

Attachment C – Scoring Rubric

Total Score _____

**Advise TN Partner High School Selection
Reviewer Scoring Rubric**

Applying High School: _____

Selection Recommendation (circle one): YES NO

Evaluation Criteria	Maximum Points	Reviewer Score	Comments/Recommendations
<p><i>Demonstration of Commitment to Improving College-Going Outcomes (Question 1)</i></p>	30		
<p>-Does the proposal include a detailed description of the school's commitment to improving students' college-going outcomes? Does the proposal clearly articulate how Advise TN will address the current needs of the applying school?</p> <p>-Does the proposal detail how existing services offered can be aligned with Advise TN? Does the proposal identify areas of growth in the provision of college access and success interventions?</p> <p>- Does the proposal outline how school staff will support and partner with college advisor and college access and success initiatives?</p> <p>Scoring Range</p> <p>30 – The proposal clearly outlines a strong commitment to improving college-going outcomes and partnership with Advise TN. It is clear that Advise TN will address specific needs and opportunities for growth at the applying school. If existing services are offered, the proposal provides a clear vision of how Advise TN will align and supplement current student-level services or interventions. The proposal demonstrates clear commitment to including the college advisor as a member of the school community and outlines how this will be accomplished. Finally, the proposal details how the school community will support efforts to improve college-going outcomes in partnership with Advise TN. Plans expressed in this section are reasonable and maximize Advise TN implementation.</p> <p>15 – The proposal includes a basic description of the school's commitment to improving students' college-going outcomes and details how Advise TN may align with these efforts. The proposal</p>			

<p>suggests areas of need or growth for services focused on improving college-going outcomes and how the Advise TN advisor could address these areas. Finally, the proposal provides some details how the school community will support efforts to improve college-going efforts in partnership with the Advise TN college advisor. While commitment and plans for partnership are provided, they lack clarity and are only moderately likely to result in successful Advise TN implementation.</p> <p>1 – The proposal lacks detailed information about the school’s commitment to improving students’ college-going outcomes. The proposal suggests minimal school commitment to partner with the Advise TN college advisor. There is limited evidence that plans will result in successful program implementation.</p>			
<p>Demonstration of Commitment to One-on-One Student Advising (Question 2)</p>	<p>15</p>		
<p>-Does the proposal outline how time will be made available for each junior and senior student to have one or two individual one-on-one advising sessions with school counselor and/or Advise TN college advisor? - Does the proposal detail school counselors’ participation in one-on-one advising meetings?</p> <p>Scoring Range</p> <p>15 – The proposal details a specific and appropriate plan of how the Advise TN college advisor and/or school counselor will meet with each junior and senior to discuss postsecondary planning.</p> <p>7 – The proposal outlines a plan of how the Advise TN college advisor and/or school counselor will meet with each junior and senior to discuss postsecondary plans, but student access may not be adequate. The availability of a specific plan is not fully demonstrated.</p> <p>1 – The proposal does not adequately outline a feasible plan to allow junior and senior students to meet with an Advise TN college advisor for the purposes of postsecondary planning.</p>			

<p><i>Designation of Space for the for Advise TN Advisor (Question 3)</i></p>	<p>10</p>		
<p>-Does the proposal detail a specific location designated for Advise TN advisor to meet with students, conduct postsecondary planning interventions and services, and perform other required advisor responsibilities? While the assigned area does not need to be a private office, is the space provided appropriate? Is there adequate access to resources, such as a phone and printer?</p> <p>Scoring Range</p> <p>10 – The proposal details a specific location designated for the Advise TN advisor that will be appropriate in both space and location for meeting one-on-one with students as well as completing other advisor responsibilities. The location will include adequate resources to support college advisor activities.</p> <p>5 – The proposal details a location designated for the Advise TN advisor that, though adequate, is not ideal in either space or location for meeting one-on-one with students or completing other advisor responsibilities.</p> <p>1 – The proposal details a location designated for the Advise TN advisor that is not appropriate in either space or location for meeting one-on-one with students or completing other advisor responsibilities.</p>			
<p><i>Demonstration of Commitment of Partnership with Advise TN (Question 4)</i></p>	<p>10</p>		
<p>Does the proposal indicate commitment to Advise TN programming commitments?</p> <p>Scoring Range</p> <p>10 – The proposal indicates commitment to all programming commitments.</p> <p>5 – The proposal indicates commitment to several of the programming commitments.</p> <p>1 – The proposal does not indicate commitment to the majority of programming commitments.</p>			

Letters of Support	15		
<p>-Does the proposal include letters of support from the director of schools, high school principal, and at least one counselor working with high school seniors?</p> <p>-Do the letters of support demonstrate buy-in to Advise TN?</p> <p>- Do the letters of support demonstrate commitment to the success of Advise TN?</p> <p>Scoring Range</p> <p>15 – Proposal includes letters of support from the director of schools, high school principal, and at least one school counselor who works with high school seniors as well as from community partners or other key staff that clearly demonstrate buy-in and support of Advise TN's objective to improve college-going outcomes.</p> <p>7 – Proposal includes letters of support for the director of schools, high school principal, and at least one school counselor who works with high school seniors that demonstrate some level of buy-in and support of Advise TN's objective to improve college-going outcomes.</p> <p>1- Proposal does not include letters of support for the director of schools, high school principal, and at least one school counselor who works with high school seniors. Provided letters do not demonstrate buy-in and support of Advise TN's objective to improve college-going outcomes.</p>			
Overall Impression	20		
<p>-When looking at the proposal in its totality, does the school present a robust commitment to the success of Advise TN? Is there a high level of confidence that the Advise TN program will be successful at the applying school?</p> <p>Scoring Rubric</p> <p>20 – The proposal clearly demonstrates a commitment to increasing college-going outcomes and to partnership with the Advise TN program and the college advisor. The proposal clearly articulates how Advise TN will be incorporated into the school culture. There is a</p>			

<p>high level of confidence that the Advise TN program will be successful at the applying school.</p> <p>10 – The proposal demonstrates some commitment to increasing college-going outcomes and to partnership with the Advise TN program. Details regarding how Advise TN will be incorporated into the school culture are vague. There is a moderate level of confidence that the Advise TN program will be successful at the applying school.</p> <p>1 – The proposal provides a weak commitment to increasing college-going outcomes and to partnership with the Advise TN program and the college advisor. It is not clear how Advise TN will be incorporated into the school culture. There is a little confidence that the Advise TN program will be successful at the applying school.</p>			
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