

*PLEASE NOTE: ALL REQUESTS MUST BE INITIATED THROUGH THE DESIGNATED REGIONAL COMPREHENSIVE CENTER LIAISON TO THE NATIONAL HIGH SCHOOL CENTER.*

### **National High School Center Technical Assistance Response Guidelines**

The following are National High School Center guidelines for reviewing and responding to Regional Comprehensive Center (RCC) technical assistance requests:

1. **RELEVANCE:** Is the request about a high school related issue—that is, is it uniquely relevant to high schools?
2. **NO CHILD LEFT BEHIND REQUIREMENT:** Is the request related to the goals and requirements of No Child Left Behind?
3. **NEED/AUDIENCE:** What is the basis for the request (what issue is the RCC trying to address and for whom)?
4. **GENERALIZABILITY:** Is the request of national significance beyond one region or state (e.g., strategies for dropout prevention and identification of districts that have successfully lowered the dropout rate)?
5. **CAPACITY:** How will the National High School Center response help build RCC and state capacity (e.g., policies on adolescent literacy and respective action/implementation plans to help inform the development of a new state initiative)?
6. **APPLICATION:** How will the information provided be specifically used by the RCC and state(s) (e.g., resources to inform the planning of a regional conference on issues confronting Native American students in high school)?
7. **TIMEFRAME:** What is the timeframe for completing this request?

Given the unique nature or context of some states or territories regarding high school improvement issues, we may review and respond to certain RCC requests on a case-by-case basis.

Prior to contacting the National High School Center about a specific technical assistance request, we encourage RCCs to check both our public ([www.betterhighschools.org](http://www.betterhighschools.org)) and private Members Only Web site (<http://www.betterhighschools.org/MembersOnly/login.asp?destination=/MembersOnly/Default.asp>), and specifically the Technical Assistance Requests and Responses page, for any appropriate and relevant resources.

We look forward to working with the RCCs in building the capacity of states and territories to address high school improvement issues and to support the goals of No Child Left Behind.