

2019-20 Integrated Timeline

for Building Leaders



COLORADO
Department of Education

CDE has developed integrated timelines to help guide Colorado superintendents and building leaders on key implementation work for the current school year. While not representative of all tasks, the timeline includes some major activities, broken out quarterly. An interactive version of this timeline is available at:

<https://app.smartsheet.com/b/publish?EQBCT=77deb7b7f8e349ed85796ff7709b0ff4>

Quarter 1 Actions: July - September 2019	
Accountability	
Preliminary Performance Frameworks Release	Analyze preliminary 2019 School Performance Frameworks (SPFs) (expected to be available to districts in mid- to late August for traditional schools; Mid-Sept release for AECs).
Expected Request to Reconsider Window	When state and local performance data show a different picture of performance from the School Performance Framework results, schools may submit a request to reconsider of accreditation rating/plan type to CDE through their district (CDE anticipated due date is mid-October with draft submissions due mid-September).
Assessment	
Share 2019 Individual State Assessment Results	Distribute 2019 state assessment results to educators and parents. Confidential individual student reports can be shared with parents as soon as they are available. Aggregated and individual student level results may be used internally for informational planning purposes before results are publicly released.
Identify School Assessment Coordinator and School Technology Coordinator	Ensure your school has an appointed school assessment coordinator and school technology coordinator.
Develop a Policy to Request Paper Form of State Assessment	LEPs: Adopt and implement a written policy by which the local education provider will decide whether to request the paper form of the state assessments.
Develop a Policy on How Parents May Excuse their child(ren) from the state assessments	LEPs: Adopt and implement a written policy and implement LEP's procedure by which a student's parent(s) may excuse the student from participating in one or more of the state assessments.
Communicate Assessment Schedule	Distribute and post written information regarding the assessments to be administered during the school year including an assessment calendar.
Educator Effectiveness	
Evaluation System Training for New Educators	Provide a full and comprehensive training on the evaluation system to all new educators in your building.
Orient Returning Educators on Educator Evaluation System Changes	Re-orient all teachers, principals and special service providers to the educator evaluation system and highlight any changes in process or measures of student learning/outcomes that will take place for the next school year.
Self-Reflection on Practice and Progress within Evaluation System	Engage principals, assistant principals, teachers and special service providers in self-reflection on their practice and progress from last year (with another self-assessment building on last year's evaluation).



Revisit Educator Evaluation
Professional Goals

Revisit educator evaluation professional goals with any teachers or SSPs you missed at the end of last year.



Elementary	
Conduct School Readiness Assessments and Implement Plans	Support kindergarten teachers with school readiness plan and assessment process.
Conduct READ Assessments and Implement Plans	Ensure all K-3 students have been assessed for significant reading deficiencies and individual READ plans are initiated and/or revised as needed (READ Act).
Secondary	
Implement and Communicate Graduation Guideline Requirements	Continue to communicate to students and families your graduation requirements (aligned with Graduation Guidelines) for the class of 2021 and beyond.
Schools of Choice	
Charter Policy to Request Paper Form of State Assessment	Charter principals: Adopt and implement a written policy by which the local education provider will decide whether to request the paper form of the state assessments.
Charter Communication on Assessment Schedule	Charter principals: Distribute and post written information regarding the assessments to be administered during the school year including an assessment calendar.
Charter Policy for Student Excusal from State Assessments	Charter principals: Adopt and implement a written policy and procedure by which a student's parent(s) may excuse the student from participating in one or more of the state assessments.
UIP	
Review Data and Update UIP	Analyze available state and local data to refresh UIP. Refine any activities that are not yielding expected results. Schools/ districts with at least a Performance plan type are eligible for submitting UIPs every other year.
Accountability Committee Involvement in UIP	Ensure School Accountability Committees are involved in revising the UIP and providing input on budgets.
Parent Notification and Hearing	Notify parents of school plan type and schedule hearing (for schools with preliminary Priority Improvement or Turnaround plan type).
Implement UIP	Implement action plan in school UIP.

Quarter 2 Actions: October - December 2019	
Accountability	
Performance Frameworks Finalized	School plan types not submitted for Request to Reconsider finalized and reviewed by the State Board of Education for approval at the November meeting. Remainder of plans types approved by the State Board of Education finalized at the December meeting.
Assessment	
Update Student Demographic Data	Update student interchange with accurate demographic data in preparation for initial pre-ID rostering of ACCESS for ELLs (November), CMAS/CoAlt (based on October count data) and PSAT grades 9 & 10 and SAT (based on October count data) assessments.
Verify Requests for Extended CMAS (Math and ELA) Testing Windows Have Been Submitted	Verify that requests for extended CMAS Mathematics and ELA online testing windows needed to accommodate for technology capacity have been submitted by Dec. 15. CMAS Mathematics and ELA testing should be completed during the three week window in April with extensions requested only in those cases when district technology capacity requires additional online testing groups that prevents testing from being completed in that window.
Verify Requests for Early High School CMAS (Science and Social Studies) Testing Windows Have Been Submitted	Verify that requests for early testing windows for high school CMAS Science and Social Studies have been submitted by Dec. 15.
Verify Unique Accommodation Requests Have Been Submitted	Verify that Unique Accommodations Requests, if needed, have been submitted by Dec. 15.
Verify Testing Centers for PSAT and SAT	Verify that high schools have been established as testing centers for PSAT and SAT. Online schools will need to identify brick-and-mortar sites for school day testing.
Verify Vouchers for Online Students Have Been Ordered	Verify vouchers have been ordered for online students for whom appropriate school day testing sites cannot be identified.
Track Requests for PSAT and SAT Accommodations	Verify that staff have begun to request PSAT and SAT accommodations.
Educator Effectiveness	
Submit Final Educator Evaluation Ratings	Submit final 2018-19 educator evaluation ratings to CDE for all licensed personnel, whom you have evaluated, to your district for inclusion in the HR collection.
Conduct a Review of 2019-2020 Educator Evaluation System	Supervisors/evaluators conduct a review of outcomes, observations, collect evidence and give ongoing feedback for all teachers and special service providers.
Elementary	
Submit School Readiness Data	Ensure school readiness data collection information is ready for district submission.
Implement School Readiness Plans	Ensure all kindergarten students have an individual school readiness plan and implement.
Create and Implement READ Plans	Support diagnostic reading assessments for students identified with a significant reading deficiency and the creation of individual READ plans.
Secondary	
Engage Stakeholders on Graduation Requirements	Continue to communicate to students and families your graduation requirements (aligned with Graduation Guidelines) for the class of 2021 and beyond.



Standards	
Assess Professional Development Needs in Implementing Revised CO Academic Standards	Principals should monitor educators understanding of the revisions to the 2020 Colorado Academic Standards to assess budgetary and professional development needs.
Schools of Choice	
Collect Charter School Renewal Applications	No later than December 1 of the year prior to the year in which a charter school contract expires, the charter board shall submit a renewal application to the local board of education.
UIP	
Implement UIP and Monitor Progress	Implement action plan in school UIP. Review interim measures and implementation benchmarks and adjust plan accordingly. Ensure accountability committee is involved in quarterly reviews.



Quarter 3 Actions: January - March 2020	
Assessment	
Prepare Technology Environments	Verify that technology environments have been prepared for all computer-based state testing.
Administer ACCESS for English Language Learners	Administer ACCESS for English Language Learners
Verify CMAS Paper Materials Have Been Requested	Verify any needed CMAS paper materials, including accommodation materials, have been requested (expected deadline: Jan. 25, 2020).
Verify Completion of State Assessment Training and Security Agreements	Verify that District Assessment Coordinators have scheduled and/or conducted state assessment administration training for staff and that security agreements have been signed and collected.
Verify Student Registrations and Create Computer-Based Sessions	Verify that student registrations have been updated as appropriate and that computer-based test sessions have been created as needed.
Assign CMAS Special Forms	Verify that staff have assigned CMAS special forms in PearsonAccessnext (e.g., accommodations, text-to-speech) as appropriate.
Submit Accommodations to College Board for PSAT/SAT	Verify that staff have submitted accommodations information to College Board for PSAT/SAT (January (exact date TBD) for College Board approved and February (exact date TBD) for state-allowed).
Communicate about Optional SAT Essay	Verify that high schools have distributed information about the optional SAT Essay to students and have facilitated registration for the SAT Essay for any students who want to take it.
Communicate about Optional Questionnaire for PSAT 10 and SAT	Verify that high schools have distributed information to students and parents and have obtained consent for those students who want to participate in the optional questionnaire for PSAT 10 and SAT.
Verify Data Respondents	Verify that data respondents have been assigned for all Student Biographical Data reviews.
Educator Effectiveness	
Mid-Year Reflection on Educator Evaluation System	Supervisors/evaluators of teachers and special service providers (SSPs) have their mid-year conference to reflect on first half of the year's educator evaluation observations and evidence and to highlight areas of strength and needed growth. After mid-year review supervisors continue to conduct observations, collect evidence and give ongoing feedback for all teachers and SSPs throughout the year.
Elementary	
Identify School Readiness Training Needs	Determine training needs for kindergarten teachers for school readiness plans and assessment.
Ensure Staff are Participating in READ Training	Ensure K-3 educators are participating in an evidenced based training required under the READ Act.
Standards	
Identify Gaps in Resources Aligned to 2020 CO Academic Standards	Principals should provide educators with time to identify any potential gaps in materials and resources alignment when aligned to 2020 Colorado Academic Standards.
UIP	
Implement UIP and Monitor Progress	Implement action plan in district UIP. Review interim measures and implementation benchmarks and adjust plan accordingly. Ensure accountability committee is reviewing plan quarterly.



Submit UIP for Review	Submit UIP for CDE review by Jan 15 (for schools with Priority Improvement or Turnaround plan type).
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Quarter 4 Actions: April - June 2020

Assessment	
Administer CMAS and CoAlt Assessments	Administer CMAS and CoAlt assessments (science, social studies, mathematics and English language arts).
Administer PSAT and SAT	Administer PSAT for 9th- and 10th graders; SAT for 11th graders.
Verify Demographic Information	Verify demographic information for all state content assessments is updated in vendor systems as appropriate.
Review Student Biographical Data (SBD)	Participate in Student Biographical data (SBD) review for assessments.
Review Individual Student Level Data from 2020 Assessments	Review individual student-level data from the 2020 state assessments as they become available.
Educator Effectiveness	
Finish Education Evaluations and Set Preliminary Goals for Next Year	Finish all educator evaluation observations and evidence collection for the teacher and SSP evaluation process. Hold end-of -year conferences to report on the near-final evaluation rating. Present final written report and preliminary rating two weeks prior to the end of the school year. Set preliminary goals for next year.
Elementary	
Ensure Staff are Participating in School Readiness Training	Register kindergarten teachers for school readiness assessment training as needed.
Submit READ Data	Ensure READ data collection information is submitted to district.
Ensure Staff are Participating in READ Training	Ensure K-3 educators are participating in an evidenced based training required under the READ Act.
Standards	
Address Curricular Gaps to Meet 2020 CO Academic Standards	Principals should provide educators with time in creating a curricular scope and sequence to the 2020 Colorado Academic Standards to assist educators in addressing any curricular gaps in the coming school year.
UIP	
Implement UIP and Progress Monitor	Implement action plan in district UIP. Review interim measures and implementation benchmarks and adjust plan accordingly. Ensure accountability committees are reviewing plan quarterly.
Submit UIPs for Public Posting	Submit updated UIP for public posting on SchoolView by April 15 unless the school qualifies for biennial flexibility.