

2019-20 Integrated Timeline

for Superintendents



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 One Actions: July - September 2019	
Accountability	
Preliminary Performance Frameworks Release	Analyze 2019 preliminary School and District Performance Frameworks (expected availability in mid- to late August for traditional schools). Reports and data will be provided to district accountability contacts via Syncplicity.
AEC Performance Frameworks Release	Analyze 2019 AEC Performance Frameworks (expected availability mid-September). Reports and data will be provided to district accountability contacts via Syncplicity.
Expected Request to Reconsider Window	When state and local performance data show a different picture of performance from the School and District Performance Framework results, districts may submit a request to reconsider of district accreditation rating/school plan type to CDE (early submission due by mid-Sept, final submission due by mid-October (8 weeks after the release of the frameworks)).
ESSA Improvement Identification Release	Analyze data for schools identified under the Every Student Succeeds Act (ESSA) for Comprehensive Support and Improvement (CS), Targeted Support and Improvement (TS) or Additional Targeted Support and Improvement (ATS).
Support Schools Identified for Improvement through State and Federal Accountability	Support any schools on the accountability clock (PI, Turnaround) or identified through ESSA (CS, TS, ATS) determine more rigorous action and meet additional requirements (e.g., additional UIP requirements, parent notification).
Identify District Accountability Contact	Identify and submit your district's accountability contact to receive accountability updates throughout the year.
Assessment	
Identify District Assessment Coordinator and District Technology Coordinator	Ensure your district has an appointed district assessment coordinator and district technology coordinator.
Policy to Request Paper Form of State Assessment	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 to Public	Distribute and post written information regarding the state assessments to be administered during the school year, including an assessment calendar.



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.
Educator Effectiveness	
Evaluation System Training for New Educators	Provide a full and comprehensive training on the evaluation system to all new educators in your district.
Orient Returning Educators on Educator Evaluation System Changes	Re-orient all principals, assistant principals, teachers 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.
Revisit Educator Evaluation Professional Goals	Revisit educator evaluation professional goals with any principals and district personnel that you missed at the end of last year.
Elementary	
Conduct School Readiness Assessments and Implement Plans	Ensure elementary principals implement school readiness plans and assessments for kindergartners.
Conduct READ Assessments and Implement Plans	Ensure elementary principals implement READ Act assessments.
Secondary	
Align Graduation Requirements with Graduation Guidelines	Ensure that your local school board has aligned Graduation Guidelines with your Graduation Requirements.
Implement and Communicate Graduation Requirements	Continue to meet with your graduation guidelines team to design and implement district graduation requirements for the class of 2021.
Determine and Communicate Concurrent Enrollment Opportunities	Determine which concurrent enrollment opportunities your district will offer and how you will communicate these options to students and families.
Schools of Choice	
Charter School Applications Filed	Charter school applications must be filed with an authorizer not earlier than August 1 or later than October 1 unless the district has an approved waiver on the application deadline from CDE. Time restrictions concerning the review of an application can be found in 22-30.5-107, C.R.S.
Authorizer Assurances for New Online Schools/Programs	September 18, 2019- Deadline for Authorizer Assurances for districts with new online schools or programs *Note: Districts with existing online schools and/or programs only need to submit if policies have been updated.
UIP	
Review Data and Update UIP	Based upon analysis of available state and local data, refresh district UIP. Refine any activities that are not yielding results.



Accountability Committee Involvement in UIP	Ensure District and School Accountability Committees are involved in revising the UIP and providing input on budgets.
Implement UIP	Implement action plan in district UIP and ensure that schools are implementing their UIPs.



Data Collections and Grants

Submit Student Level Course Completion	Submit student level course completion data to Pipeline.
Submit Eligibility Form for Library Materials	Ensure the district has submitted the two-page eligibility form by Sept. 15 for its share of state formula grants for print and online library materials.
Submit EASI Application	If eligible, submit application for EASI (Empowering Action for School Improvement) grant funds and school improvement services.

Quarter Two Actions: October - December 2019

Accountability

Performance Frameworks Finalized	District accreditation ratings not submitted for a request for reconsider will be finalized and reviewed by the commissioner for approval at the November State Board of Education Meeting. School plan types not submitted for Request to Reconsider will be finalized and reviewed by the State Board of Education for approval at the November meeting. All districts and schools participating in request to reconsider will be finalized and approved during the December State Board of Education meeting.
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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 overall educator evaluation ratings and standard level evaluation ratings to CDE for all licenses personnel including teachers, principals, assistant principals, and SSPs in the HR collection.
Conduct a Review of 2019-2020 Educator Evaluation System	Supervisors/evaluators conduct a review of 2019-2020 educator evaluation goals, performance plan, measures of student learning/student outcomes, and observations; collect evidence; and give ongoing feedback for all teachers, principals, assistant principals and special services providers.
Give Ongoing Feedback	Supervisors/evaluators give ongoing feedback for all teachers, principals, assistant principals and special services providers.
Elementary	
Create and Implement READ Plans	Ensure elementary principals have supported diagnostic reading assessments for students identified with a significant reading deficiency and the creation of individual READ plans.
Implement School Readiness Plans	Monitor implementation of school readiness plans and assessments.
Submit Kindergarten School Readiness Data	Submit Kindergarten School Readiness data collection.
Ensure K-3 Educators Participate in READ Act Evidence Based Training Program	Ensure a plan is in development to allow K-3 educators to complete the evidenced based training program under the READ Act
Secondary	
Engage Stakeholders on Graduation Requirements	Engage the community and staff members in conversations about your graduation requirements. Inform high school students and families - especially in the class of 2021 - about your revised graduation requirements.
Communicate Concurrent Enrollment Opportunities	Communicate all concurrent enrollment opportunities to students and families.
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 Progress Monitor	Implement action plan in district UIP and ensure that schools are implementing their action plans. Review interim measures and implementation benchmarks and adjust plan accordingly. Ensure accountability committee is involved in quarterly reviews.
Data Collections and Grants	
HR Data	Submit HR data.



Quarter Three 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 principals, assistant principals, teachers and special service providers to 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, principals, assistant principals and SSPs throughout the year.
Elementary	
Implement Plan to Train K-3 Educators for READ Act	Implement a plan to allow K-3 educators to complete the evidenced based training program under the READ Act
Schools of Choice	
Local Board Resolution on Charter Renewal Application	The local board shall rule by resolution on the renewal application of a charter school no later than February 1 of the year in which the charter expires (or a mutually agreed upon date).



Multi-District Online Certification Application (1st Option)	Multi-district Online Certification application deadline for districts seeking certification (first option deadline)
Multi-District Online Certification Amendments	Application window for submitting amendment to existing Multi-district Online Certification
UIP	
Implement UIP and Progress Monitor	Implement action plan in district UIP and ensure that schools are implementing their improvement plans. Review interim measures and implementation benchmarks and adjust plan accordingly. Ensure accountability committee is reviewing plan quarterly.
Submit UIPs for Review	Submit school and district UIPs for CDE by Jan 15 (Priority Improvement, Turnaround only).

Quarter Four 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 and 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 2020 state assessments as they become available.
Educator Effectiveness	
Finish Educator Evaluations and Set Preliminary Goals for Next Year	Finish all educator evaluation observations and evidence collection for the evaluation process. Hold end-of-year conferences to report on the final evaluation rating. Present final written report and rating two weeks prior to the end of the school year. Set preliminary professional growth goals for next year.
Complete CDE Assurances for Educator Evaluations Systems	Complete CDE Assurances for Written Educator Evaluation Systems by July 1, 2020 to provide assurance that the district/BOCES is meeting all requirements outlined in State Board Rules for Written Evaluation Systems and indicate which evaluation system is being used to evaluate each category of licensed personnel.
Elementary	
Submit READ Data	Submit READ data collection.
Monitor Implementation of READ Training	Monitor the implementation of K-3 educators as they complete the evidenced based training program under the READ Act



Schools of Choice	
Review Charter Schools' Performance	During the term of a charter school contract, the school district shall annually review the charter school's performance – to include the charter schools progress toward meeting objectives and financial audit (note: this can be done at any time in the year).
Multi-District Online Certification Application (2nd Option)	Multi-district Online Certification application deadline for districts seeking certification (second option deadline)
Single District Online School/Program Application	Single district online program and school application deadline
UIP	
Implement UIP and Progress Monitor	Implement action plan in district UIP and ensure that schools are implementing their improvement plans. Review interim measures and implementation benchmarks and adjust plan accordingly. Ensure accountability committees are reviewing plan quarterly.
Submit UIPs for Public Posting	Submit updated school and district UIPs for public posting on SchoolView by April 15 unless the school/district qualifies for biennial flexibility.
Data Collections and Grants	
End-of-Year Report	Submit end-of-year report on library materials funding by July 14 (sent to submitter contact).