

# Handbook for submitting UIPs to CDE

Winter Submission for Required CDE Review

Submission Window: December 30 – January 15

1. Log in to the Tracker system using your e-mail address and password. Please remember that Tracker passwords are case sensitive.

<https://tracker.cde.state.co.us/Tracker/Security/Login.aspx>

*Note: CDE does not have a record of passwords. If you have forgotten your password, please click on the “Reset Password” link.*

Colorado Tracker

**LOG ON**

Welcome to CDE's Tracker. Please sign in to use the system.  
Fields marked with a \* are required.

E-mail Address:

Password:

[Reset Password](#)

[First-time user? Accept Invitation](#)

2. Click on the district name to upload UIPs for that district. For this example, we are using “Delta Training District - 7770.”

*Note: If you have several districts on your account, you may search for the district you will be uploading UIPs for by typing the name of the district in the “LEA Name” search bar and click the “Apply” button.*

LEAs

Setup & Maintenance

Home > LEAs

**LEAS**

Select School Year: 2013-2014 School Year

**FILTERS**

Location: Any County Instruments: Any Instrument

LEA Name:  Active

Filter by Custom Fields Information

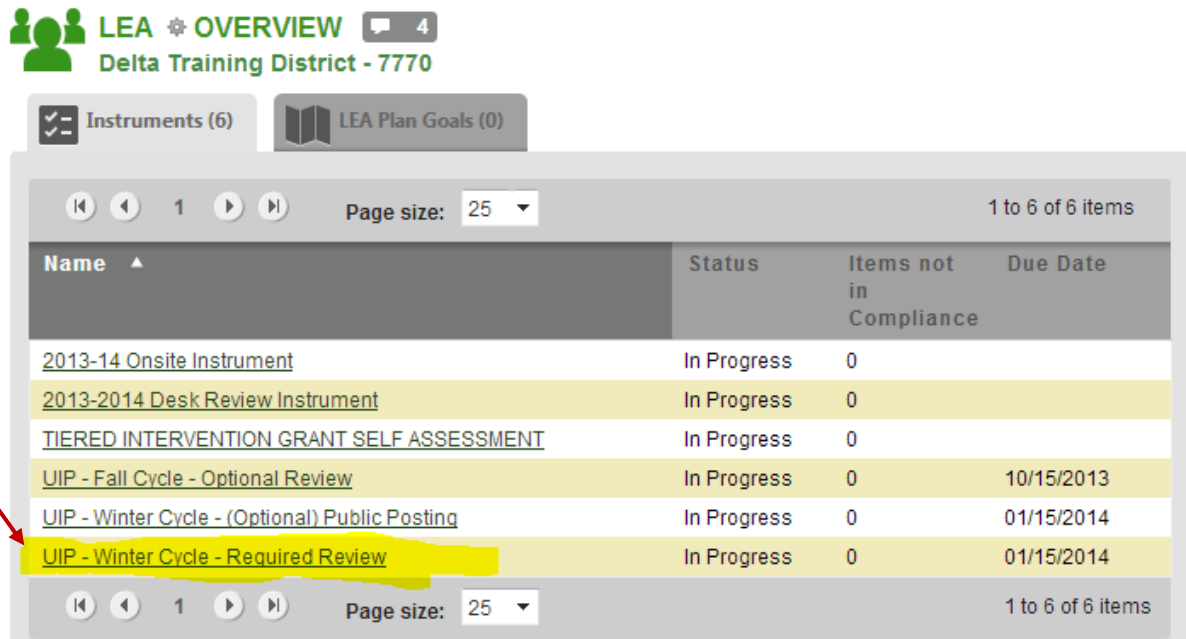
Custom Field 1 Custom Field 2 Custom Field 3

Select Custom field Select Custom field Select Custom field

**LEAS (2)**

LEA	COUNTY	INSTRUMENTS MONITORED	LEA PLAN GOALS	SCHOOL PLANS
Delta Training District - 7770	Tracker Training	3	0	0
Wheatridge Training - 9990	Tracker Training	0	0	0

3. This is the LEA Overview page which shows the district's different monitoring instruments. We will be using the "UIP – Winter Cycle – Required Review" instrument. Click on this instrument title to submit Priority Improvement and Turnaround Unified Improvement Plans (district and school level).



**LEA OVERVIEW** Delta Training District - 7770

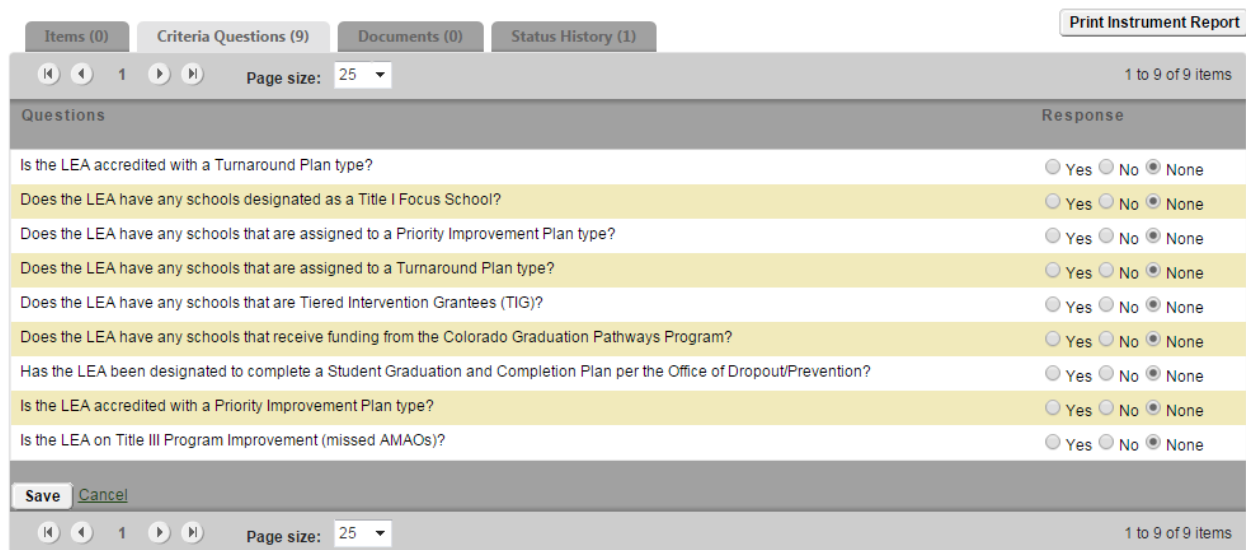
Instruments (6) LEA Plan Goals (0)

Page size: 25 1 to 6 of 6 items

Name	Status	Items not in Compliance	Due Date
<a href="#">2013-14 Onsite Instrument</a>	In Progress	0	
<a href="#">2013-2014 Desk Review Instrument</a>	In Progress	0	
<a href="#">TIERED INTERVENTION GRANT SELF ASSESSMENT</a>	In Progress	0	
<a href="#">UIP - Fall Cycle - Optional Review</a>	In Progress	0	10/15/2013
<a href="#">UIP - Winter Cycle - (Optional) Public Posting</a>	In Progress	0	01/15/2014
<a href="#">UIP - Winter Cycle - Required Review</a>	In Progress	0	01/15/2014

Page size: 25 1 to 6 of 6 items

4. This will bring you to the instrument overview page for the "UIP – Winter Cycle – Required Review" Instrument. Select "Criteria Questions" from the top four tabs. Answer the criteria questions 'Yes' that pertain to your LEA.



Items (0) Criteria Questions (9) Documents (0) Status History (1) Print Instrument Report

Page size: 25 1 to 9 of 9 items

Questions	Response
Is the LEA accredited with a Turnaround Plan type?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> None
Does the LEA have any schools designated as a Title I Focus School?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> None
Does the LEA have any schools that are assigned to a Priority Improvement Plan type?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> None
Does the LEA have any schools that are assigned to a Turnaround Plan type?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> None
Does the LEA have any schools that are Tiered Intervention Grantees (TIG)?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> None
Does the LEA have any schools that receive funding from the Colorado Graduation Pathways Program?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> None
Has the LEA been designated to complete a Student Graduation and Completion Plan per the Office of Dropout/Prevention?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> None
Is the LEA accredited with a Priority Improvement Plan type?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> None
Is the LEA on Title III Program Improvement (missed AMAOs)?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> None

Save Cancel

Page size: 25 1 to 9 of 9 items

5. Return to the Items tab. Click on the icon (  ) to expand the Category options to see the items available for submitting UIPs.

## INSTRUMENT OVERVIEW

Delta Training District - 7770

UIP - Winter Cycle - Required Review  

<b>Status:</b> In Progress	Meets Requirements (0)	Withdrawn (0)
<b>Submission Date</b> 🕒 01/15/2014	In Progress (11)	Resubmitted for Review (0)
<b>Last Update:</b> Administrator Administrator	Does Not Meet Requirements (0)	Deferred to April Review (0)
12/12/2013 5:08:02 PM	Not Monitored (0)	Required Changes: See Feedback (0)
<b>Items:</b> 11	Resolved (0)	Recommended Changes (0)

<b>Team Leader:</b> <a href="#">Edit</a> Not Assigned	<b>LEA Submitters:</b> <a href="#">Edit</a> <a href="#">UIP Submitter</a>	<b>SEA Reviewers:</b> <a href="#">Edit</a> <a href="#">Jamie Baker</a>
--	--	---

Items (11) Criteria Questions (8) Documents (0) Status History (1)

[Print Instrument Report](#)



CATEGORY: A. Review of District Unified Improvement Plan

0 of 6 completed



CATEGORY: B. Review of School Unified Improvement Plan(s)

0 of 5 completed

6. The “CATEGORY” sections, when expanded, display which UIPs are to be submitted, and will be reviewed by CDE. All Priority Improvement and Turnaround plans are to be submitted for review. Some program reviews will happen at the same time and these are displayed below.

CATEGORY	ITEM	Status
CATEGORY: A. Review of District Unified Improvement Plan (0 of 6 completed)	ITEM: <a href="#">Accredited with a Priority Improvement Plan</a>	In Progress
	ITEM: <a href="#">Accredited with a Turnaround Plan</a>	In Progress
	ITEM: <a href="#">ESEA Requirements</a>	In Progress
	ITEM: <a href="#">Gifted Education Program</a>	In Progress
	ITEM: <a href="#">Student Graduation and Completion Plan</a>	In Progress
	ITEM: <a href="#">Title III Program Improvement (missed AMAOs)</a>	In Progress
CATEGORY: B. Review of School Unified Improvement Plan(s) (0 of 5 completed)	ITEM: <a href="#">Colorado Graduation Pathways Schools</a>	In Progress
	ITEM: <a href="#">School(s) on a Priority Improvement Plan</a>	In Progress
	ITEM: <a href="#">School(s) on a Turnaround Plan</a>	In Progress
	ITEM: <a href="#">Tiered Intervention Grantee (TIG) School</a>	In Progress
	ITEM: <a href="#">Title I Focus School</a>	In Progress

*Note: For the purposes of this example, all items are displayed, but only those items pertaining to your district/schools will be viewable within this instrument.*

7. Click on “Accredited with a Priority Improvement Plan” below Category A to upload the first UIP for CDE review.

CATEGORY	ITEM	Status
CATEGORY: A. Review of District Unified Improvement Plan (0 of 6 completed)	ITEM: <a href="#">Accredited with a Priority Improvement Plan</a>	In Progress

8. Clicking on this link takes you to Item Overview page where you see the compliance indicators, an editable self-review section, and a section at the bottom with different tabs available. The default tab called “LEA Evidence” is the tab in which you will click to upload your documents.

**ITEM OVERVIEW** 1 +

Accredited with a Priority Improvement Plan Next Item

**COMPLIANCE INDICATORS**

All district and school UIPs must include the following elements:

- A brief description of the school or district (a few sentences about the school, such as demographics, location or educational approach).
- The general process for developing the UIP including which stakeholders were involved in the data analysis (e.g., principal, teachers, SAC) and what their roles were.
- The school/district accountability status, plan type assignment, where performance did not meet state/federal expectations (for which indicators), and the magnitude of overall school/district performance challenges.
- How current performance compares to the targets established in the prior year's plan, and the degree to which current performance supports continuing current major improvement strategies or action steps.
- Notable performance trends (positive and negative) in each indicator area, what data was considered (including local data sources metrics and measures), how the team determined which trends were notable, and the degree to which current trends represent a continuation from those identified in the prior year's plan.
- Priority performance challenges that reflect the magnitude of the overall school/district performance challenge, the process that was used to prioritize the performance challenges, and what makes the priorities more important to address immediately than other notable negative trends.
- Root cause(s) associated with each priority performance challenge, how root causes were identified, and the additional data that was reviewed to validate the root causes.
- Strategies: specific, research-based major improvement strategies that are appropriate in scope, intensity and type to address the district's root causes of any low-performance. Depending on the type of plan required, the strategies appropriate for each district will vary.
- Resources: identification of local, state and federal resources that the district will use to implement the identified major improvement strategies with fidelity.
- Interim Measures and Implementation Benchmarks: Interim measures and implementation benchmarks are used to assess whether the identified strategies are having the desired performance results and whether or not the strategies are being carried out with fidelity.

For more information about how to develop plans that will meet state and federal requirements, please refer to the Quality Criteria on the UIP Website:  
[http://www.cde.state.co.us/uiip/UIP\\_TrainingAndSupport\\_Resources.asp](http://www.cde.state.co.us/uiip/UIP_TrainingAndSupport_Resources.asp)

**STATE FINDINGS** Current SEA Status In Progress Edit

\*findings :

SEA Internal Review Notes :  
(Only seen by SEA)

LEA Evidence (1) All Documents (0) Resources (3) Legal Citations (1) Status History (2)

Page size: 25 1 to 1 of 1 items

Respond	Evidence Name	Description	Associations	Attached Documents
<a href="#">Respond</a>	<a href="#">Current Unified Improvement Plan(s) for Review (Winter2014)</a>	Current Unified Improvement Plan for Review (Winter2014)	10	

Page size: 25 1 to 1 of 1 items

9. To attach a UIP file, click on the “Respond” link next to “Current Unified Improvement Plan(s) for Review (Winter 2014)” within the “LEA Evidence” tab.

10. After clicking on the “Respond” link, you are taken to this page – the “Add New Document” page. This is where you will upload your UIP(s) for CDE review.

Be sure that the circle next to “New File” is filled in (default) and then click “Choose File” to locate the document on your computer/network.

#### ADD NEW DOCUMENT

<b>Title</b> Current Unified Improvement Plan(s) for Review (Winter2014)	<b>Associations</b> <a href="#">Accredited with a Priority Improvement Plan</a> , <a href="#">Accredited with a Turnaround Plan</a> , <a href="#">ESEA Requirements</a> , <a href="#">Gifted Education Program</a> , <a href="#">School(s) on a Priority Improvement Plan</a> , <a href="#">School(s) on a Turnaround Plan</a> , <a href="#">Student Graduation and Completion Plan</a> , <a href="#">Tiered Intervention Grantee (TIG) School</a> , <a href="#">Title I Focus School</a> , <a href="#">Title III Program Improvement (missed AMAOs)</a>
<b>Description</b> Current Unified Improvement Plan for Review (Winter2014)	

**Select Document Type:**

☒ **New File** Please do not upload documents that contain student-identifying or otherwise sensitive information. [Choose File](#) No file chosen File size limit: 500 MB

☐ Existing File

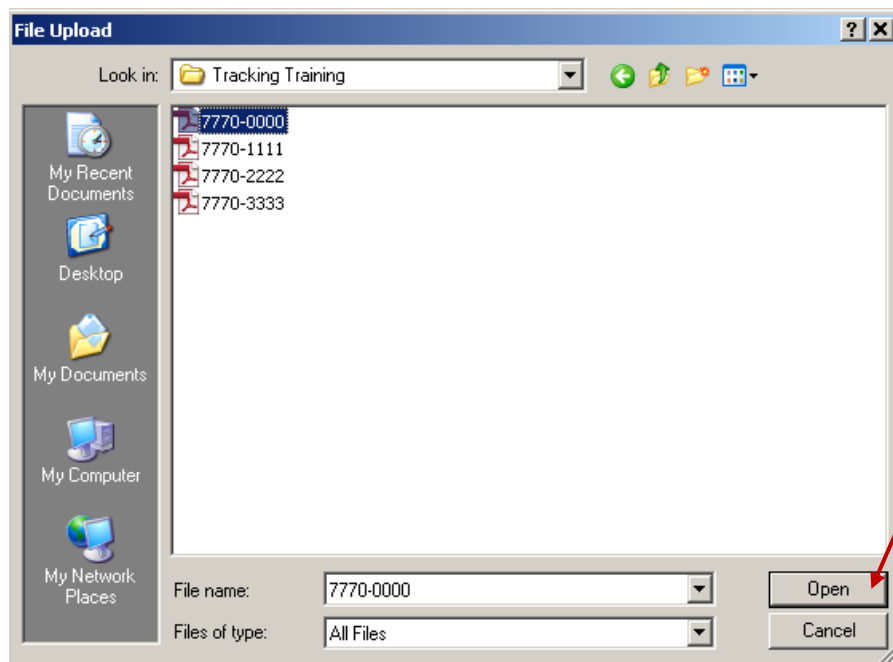
☐ Link to a web page URL

☐ Hard Copy Reference Only

**Title \*:** 59/100

☐ Use Filename

11. When you have selected the appropriate UIP on your computer/network, click on “Open.”



12. You will not need to change the title, but select the box next to “Use File Name.” You may enter a description of the UIP indicating “District Level UIP,” or “Delta Training UIP for posting,” etc. if you wish (optional). For review purposes, please select the school that a UIP is associated with. If the school is not viewable, please leave the check box blank and contact Jamie Baker.

Title \*: ☒ Use Filename 47/100  
7770-0000.pdf

Description: 30/500  
Delta Training UIP for posting

☐ Draft

Permissions

School Associations:

- ☐ Training Elementary School  
☐ Training High School

Attach

[Cancel](#)

13. Click “Attach” at the bottom of the page.

*Note: Refer to the [“Naming Conventions”](#) and [“How to Create a PDF File”](#) documents for more information about uploading documents.*

14. After attaching a UIP document, you are taken back to the Item Overview page for the “Accredited with a Priority Improvement Plan” item. You will notice the attached document section as well as the attachment bubble now shows a “1” since we have uploaded 1 document. If you have additional UIPs to upload for CDE review, click on the “UIP – Winter Cycle – Required Review” link and repeat the previous steps 4- 11.

[Home](#) > [Delta Training District - 7770](#) > [Instruments](#) > [UIP - Winter Cycle - Required Review](#) > [Accredited with a Priority Improvement Plan](#)

ITEM OVERVIEW

1 1 +

Accredited with a Priority Improvement Plan

▼ COMPLIANCE INDICATORS

All district and school UIPs must include the following elements:

- A brief description of the school or district (a few sentences about the school, such as demographics, location or educational approach).

LEA Evidence (1)

All Documents (1)

Resources (3)

Legal Citations (1)

Status History (2)

1

Page size: 25

1 to 1 of 1 items

Respond	Evidence Name	Description	Associations	Attached Documents
<a href="#">Respond</a>	<a href="#">Current Unified Improvement Plan(s) for Review (Winter2014)</a>	Current Unified Improvement Plan for Review (Winter2014)	10	<a href="#">7770-0000.pdf</a>

1

Page size: 25

1 to 1 of 1 items

15. Repeat steps 4 through 11 from above until all UIPs required to be submitted to CDE for review have been uploaded. You should see all uploaded documents in the “All Documents” tab after your last upload.

LEA Evidence (1) **All Documents (4)** Resources (3) Legal Citations (1) Status History (2)

EXAMPLES OF EVIDENCE (DOCUMENTS MAY BE UPLOADED TO FILING CABINET)

+ Attach Document

Page size: 25

Document Name Description

No records to display.

Page size: 25

UPLOADED DOCUMENTS

Page size: 25

Edit	Open	Size	Title	Description	Evidence Request	Updated
Edit	Download	22.74 KB	7770-0000.pdf	Current Unified Improvement Plan(s) for Review (Winter2014)	Current Unified Improvement Plan(s) for Review (Winter2014)	12/16/2013
Edit	Download	22.74 KB	7770-1111.pdf	Current Unified Improvement Plan(s) for Review (Winter2014)	Current Unified Improvement Plan(s) for Review (Winter2014)	12/16/2013
Edit	Download	22.74 KB	7770-2222.pdf	Current Unified Improvement Plan(s) for Review (Winter2014)	Current Unified Improvement Plan(s) for Review (Winter2014)	12/16/2013
Edit	Download	22.74 KB	7770-3333.pdf	Current Unified Improvement Plan(s) for Review (Winter2014)	Current Unified Improvement Plan(s) for Review (Winter2014)	12/16/2013

16. Click on the “UIP – Winter Cycle – Required Review” link at the top of the page to return to the Instrument Overview page where you will submit the documents to CDE for posting.

LEAs Current LEA: Delta Training District - 7770 Setup & Maintenance

LEA Overview Monitoring Plan LEA File Cabinet Plan Tags

Home > Delta Training District - 7770 > Instruments > **UIP - Winter Cycle - Required Review** > Accredited with a Priority Improvement Plan

ITEM OVERVIEW 1 4 +

Accredited with a Priority Improvement Plan Next Item

COMPLIANCE INDICATORS

All district and school UIPs must include the following elements:

- A brief description of the school or district (a few sentences about the school, such as demographics, location or educational approach).

A few notes about uploading UIPs before submitting plans to CDE for review.

- Regardless of which “Item” (shown in step 5 above) is clicked on to access the “Respond” link to upload documents, all uploads are associated with the entire “UIP – Winter Cycle – Required Review” instrument. Therefore, it is not necessary to click into each item to upload documents. All documents uploaded will appear in each item as they are uploaded. The items show the various categories for UIP review of Priority Improvement and Turnaround plans this winter.
- All Priority Improvement and Turnaround UIPs must be uploaded before proceeding to the next step – submitting the documents to CDE.
- CDE will not know your plans are available for review unless you complete the following steps to submit the documents.



17. When all UIPs for CDE review have been uploaded, you will need to submit them to CDE. But first you should verify that your name is listed under the LEA Submitters title in the center of the page. If you name is not listed, you will not be able to submit. Follow these steps to add your name as the LEA Submitter.

1. Click on the “Edit” link next to the LEA Submitter title.

The screenshot shows a dashboard for LEA Submitters. It includes a status bar with 'Status: In Progress', 'Submission Date: 10/15/2013', 'Last Update: Administrator Administrator 9/27/2013 3:50:33 PM', and 'Items: 1'. To the right, it shows 'Meets Requirements (0) In Progress (1)' and 'Does Not Meet Requirements (0) Not Monitored (0)'. Below this, there are three sections: 'Team Leader: Not Assigned', 'LEA Submitters: [Edit](#) Not Assigned' (with the 'Edit' link highlighted in yellow), and 'SEA Reviewers: Not Assigned'. Red arrows point from the 'Edit' link to the 'Unassigned' tab in the next screenshot.

2. Click on the “Unassigned” tab to find your name and assign yourself as the submitter.

3. Enter your name into the search bar and then click “Search.”

4. Check next to your name.

5. then click “Assign.” *Contact Jamie Baker if your name is not listed.*

The screenshot shows the 'ASSIGN SUBMITTERS' interface. It has two tabs: 'Assigned' and 'Unassigned'. The 'Unassigned' tab is selected. Below the tabs is a search bar with the text 'FIND Submitter' and buttons for 'Search' and 'Clear'. Below the search bar is an 'Assign' button. Below the 'Assign' button is a table with columns: 'Select', 'Last Name', 'First Name', 'Email', and 'Organization'. The table contains one row with a checked checkbox, 'Submitter', 'UIP', 'jamie.training.cde@gmail.com', and 'Delta Training District - 7770'. Below the table is another 'Assign' button. Red arrows point to the 'Unassigned' tab (labeled 2), the search bar (labeled 3), the 'Search' button (labeled 5), the checkbox (labeled 4), and the 'Assign' button (labeled 5).

6. Click on “Return to Instrument Overview” to submit the UIPs.

The screenshot shows the 'ASSIGN SUBMITTERS' interface. It has two tabs: 'Assigned' and 'Unassigned'. The 'Unassigned' tab is selected. Below the tabs is a 'Remove' button. Below the 'Remove' button is a table with columns: 'Remove', 'Last Name', 'First Name', 'Email', and 'Organization'. The table contains one row with an unchecked checkbox, 'Submitter', 'UIP', 'jamie.training.cde@gmail.com', and 'Delta Training District - 7770'. Below the table is another 'Remove' button. At the bottom of the interface is a yellow button labeled 'Return to Instrument Overview'. A red arrow points to this button.

18. To submit your UIPs for CDE review, click on the “Change status to Submitted” button at the top or bottom of the page.

→ [Change status to Submitted](#)

**INSTRUMENT OVERVIEW**  
Delta Training District - 7770

UIP - Winter Cycle - Required Review + 4

<b>Status:</b> <span>In Progress</span> <b>Submission Date:</b> 01/15/2014 <b>Last Update:</b> Administrator Administrator 12/12/2013 5:08:02 PM <b>Items:</b> 11	Meets Requirements (0) In Progress (11)	Does Not Meet Requirements (0) Not Monitored (0)
---	--	---

<b>Team Leader:</b> Not Assigned	<b>LEA Submitters:</b> <a href="#">Edit</a> <a href="#">UIP Submitter</a>	<b>SEA Reviewers:</b> Jamie Baker
-------------------------------------	--	--------------------------------------

Items (11) Criteria Questions (8) Documents (4) Status History (1) [Print Instrument Report](#)

+

CATEGORY: A. Review of District Unified Improvement Plan

+

CATEGORY: B. Review of School Unified Improvement Plan(s)

→ [Change status to Submitted](#)

19. The system will ask you for confirmation that you wish to submit the documents to CDE. If you are certain that all of the Priority Improvement and Turnaround (district and school level) UIPs have been uploaded for review, please confirm by clicking on “Submit.”

**CONFIRM INSTRUMENT STATUS CHANGE**

You are about to submit the evidence for this instrument to CDE for review. You may continue to add and update evidence until your onsite visit. Click 'Submit' to confirm, or 'Cancel' to return to the instrument without saving changes.

→ [Submit](#) [Cancel](#)

20. In your instrument Overview, you will now see the status changed to “Submitted.”

<b>Status:</b> <span>Submitted</span> <b>Submission Date:</b> 04/15/2013 <b>Last Update:</b> Administrator Administrator 3/14/2013 1:42:59 PM <b>Items:</b> 1	Does Not Meet Requirements: (0) Meets Requirements: (0) In Progress: (1) Not Monitored: (0)	Resolved: (0) Withdrawn: (0) Resubmitted for Review: (0) Extension Requested: (0)
---	--	--

<b>Team Leader:</b> Not Assigned	<b>LEA Submitters:</b> <a href="#">Edit</a> <a href="#">UIP Submitter</a>	<b>SEA Reviewers:</b> Not Assigned
-------------------------------------	--	---------------------------------------

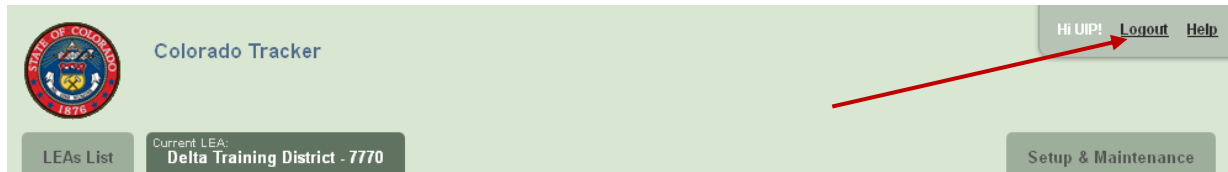
21. In the LEA Overview page, within the monitoring section of your district’s Tracker account, you will see that the instrument UIP – Fall Cycle - Optional Posting to SchoolView now states “Submitted.”

		Compliance
<a href="#">2013-14 Onsite Instrument</a>	In Progress	1
<a href="#">2013-2014 Desk Review Instrument</a>	In Progress	0
<a href="#">TIERED INTERVENTION GRANT SELF ASSESSMENT</a>	In Progress	0
<a href="#">UIP - Fall Cycle - Optional Review</a>	In Progress	0 10/15/2013
<a href="#">UIP - Winter Cycle - (Optional) Public Posting</a>	In Progress	0 01/15/2014
<a href="#">UIP - Winter Cycle - Required Review</a>	Submitted	0 01/15/2014

**NOTE:** If you have not “Submitted,” CDE will not know that you have UIPs ready for posting on SchoolView.org or for review. Please be sure that you “Submit” after all UIPs are uploaded.

22. Once you have completed the above steps, you may “Logout.”

*Note: If you have UIPs to submit for the optional winter posting to SchoolView.org, please reference the Handbook for Submitting UIPs for Posting to SchoolView guide.*



***Thank you for submitting!***

*If you have questions about submitting UIPs through Tracker or need assistance, please contact Lisa Steffen via email: [steffen\\_l@cde.state.co.us](mailto:steffen_l@cde.state.co.us) or by phone at (303)866-6676.*