

## Section I: Downloading Feedback from CDE

1. **Log on** to the Tracker system (<https://tracker.cde.state.co.us/Tracker/Security/Login.aspx>) using your e-mail address and password. Please remember that Tracker passwords are case sensitive.

*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 C-FIRS 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 download feedback for that district. If there are several districts associated with your account, you may search for the district you will be downloading feedback for by typing the name of the district in the "LEA Name" search bar and **click** the "**Apply**" button.

- For this example, we are using "**Delta Training District - 7770.**"

LEAs

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: Select Custom field Custom Field 2: Select Custom field Custom Field 3: 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

For assistance in obtaining feedback, please contact Jamie Baker (303-866-6108 or [baker\\_j@cde.state.co.us](mailto:baker_j@cde.state.co.us))

3. This is the **LEA Overview** page which shows the district's different monitoring instruments. You will be using the "**UIP – Winter Cycle – Required Review**" instrument to download feedback for previously submitted UIPs. **Click** on this instrument title to obtain feedback for both the district and/or school level. You will see here that the instrument status for the Delta Training District has also been changed to "Needs Further Action" indicating that one or more plans previously submitted and reviewed has required changes.

**LEA OVERVIEW** 4  
Delta Training District - 7770

Instruments (6) LEA Plan Goals (0)

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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>	Needs Further Action	0	01/15/2014

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4. The **Instrument Overview** page is where you see the different categories for the plans previously submitted this winter. **Category A** contains items for the district-level plan and **Category B** contains items for school-level plans. Districts only see items within each category that pertain to the district. Click on the first item available to obtain feedback.

CATEGORY: A. Review of District Unified Improvement Plan 0 of 6 completed

ITEM: [Accredited with a Priority Improvement Plan](#) In Progress

ITEM: [Accredited with a Turnaround Plan](#) In Progress

ITEM: [ESEA Requirements](#) In Progress

ITEM: [Gifted Education Program](#) In Progress

ITEM: [Student Graduation and Completion Plan](#) In Progress

ITEM: [Title III Program Improvement \(missed AMAOs\)](#) In Progress

CATEGORY: B. Review of School Unified Improvement Plan(s) 0 of 5 completed

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5. The **Item Overview** page contains “Compliance Indicators” or a description of general requirements for every UIP. Below the Compliance Indicators section is the “State Findings,” where comments from CDE as well as the status of the Item can be found.

**ITEM OVERVIEW** IP 2 6 +

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.

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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/uip/UIP\\_TrainingAndSupport\\_Resources.asp](http://www.cde.state.co.us/uip/UIP_TrainingAndSupport_Resources.asp)

**STATE FINDINGS** SEA Status : See UIP Feedback Form

**DUE DATE :**  
03/30/2013

[Resubmit Item](#)

The LEA acknowledges the required changes specified in the comments from CDE. The LEA assures that necessary steps have been or will be implemented at all applicable sites within the LEA to meet the requirements specified.

6. Below the State Findings, several tabs are located at the very bottom of the page and the “LEA Evidence” tab is highlighted by default. This is where you will find the link to feedback from CDE. **Click** on the link, **“Winter 2014 CDE Review – UIP Feedback.”**

LEA Evidence (2) All Documents (6) Resources (3) Legal Citations (1) Status History (9)

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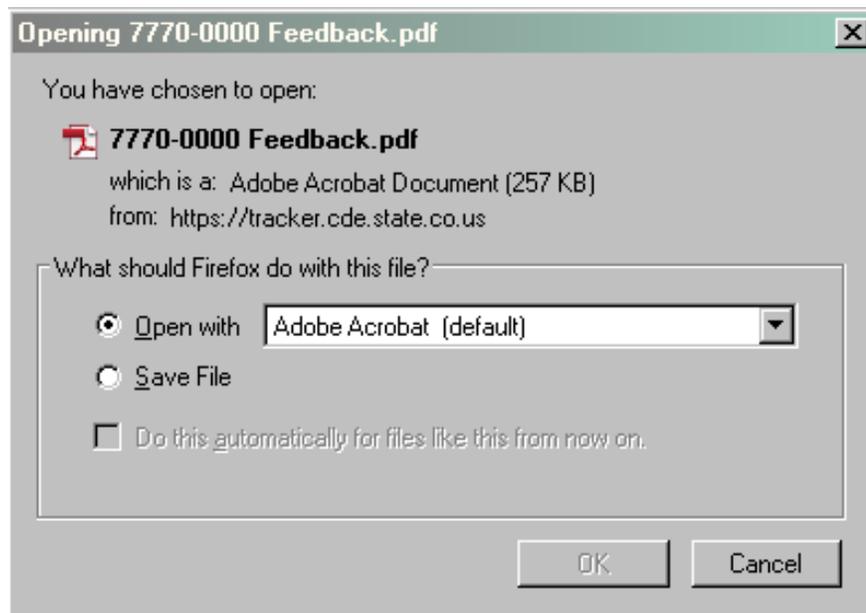
Respond	Evidence Name	Description	Associations	Attached Documents
Respond	<a href="#">Current Unified Improvement Plan(s) for Review</a>	Current Unified Improvement Plan for Review	8	<a href="#">7770-3333.pdf</a> <a href="#">7770-1111.pdf</a> <a href="#">7770-0000.pdf</a>
Respond	<a href="#">Winter 2014 CDE Review – UIP Feedback</a>	Winter 2014 CDE Review – UIP Feedback	8	<a href="#">7770-3333 Feedback.pdf</a> <a href="#">7770-0000 Feedback.pdf</a> <a href="#">7770-1111 Feedback.pdf</a>

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7. This link will take you to the “**Evidence Request**” page. Here you will see a list of all of the feedback available for plans submitted for review by January 15<sup>th</sup>, 2014. You will note that the feedback is locked into the file cabinet and cannot be removed. It can, however, be downloaded clicking on the “**Download**” link within the ‘Open’ column.



8. Clicking “Download” will prompt a dialogue box asking if you would like to open the file or save it. It is your preference as to how you would like to save feedback for your district.



9. You may repeat step #7 until all feedback documents have been saved or opened for your district. It is not necessary to go into each item to obtain feedback. All feedback is stored in the same evidence request file cabinet, which has been linked to each item.

\* Note that feedback is named using the 4-digit district code, followed by the 4-digit school code followed by “UIP Feedback Winter 2014” Once the feedback is opened, the name of the district and school is listed on page one and .