



Online Submission Guidance

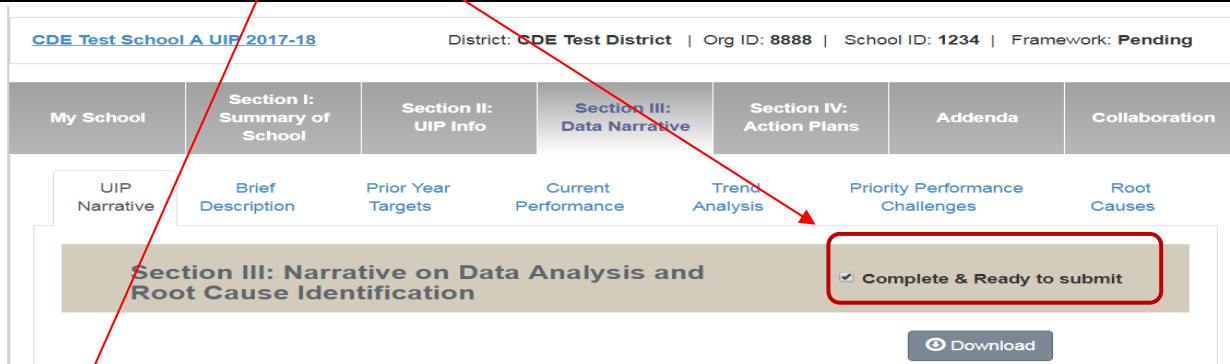
UIP Online System Login: <https://www.cde.state.co.us/idm/uiip>

Submitting a School Plan for District Review

Completed by School Admins

1. Prepare the School UIP for Submission

As the school completes their UIP, the 'UIP Progress' bar indicates the author's progress through each section. To turn a section green, the author will mark each checkbox "Complete & Ready to submit".



UIP Progress

| UIP Component | Status |
|--------------------|-------------|
| <u>Section I</u> | Updated |
| <u>Section II</u> | In Progress |
| <u>Section III</u> | In Progress |
| <u>Section IV</u> | In Progress |

Once all checkboxes are marked "Complete & Ready to Submit" the section will turn green.

UIP Progress

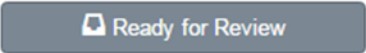
| UIP Component | Status |
|--------------------|-----------------|
| <u>Section I</u> | Updated |
| <u>Section II</u> | In Progress |
| <u>Section III</u> | Ready to Submit |
| <u>Section IV</u> | In Progress |

2. Submit the School UIP to the District for Review

Once Section I is marked as “Updated” and all other sections are green, the UIP is ready to be submitted. To submit the UIP to the district for review, push “Ready for Review,” which will change the UIP status to “Ready for District Review.”

UIP Progress

| UIP Component | Status |
|--------------------|-----------------|
| <u>Section I</u> | Updated |
| <u>Section II</u> | Ready to Submit |
| <u>Section III</u> | Ready to Submit |
| <u>Section IV</u> | Ready to Submit |

 Ready for Review

This section will turn green once Section I data is final

School Admins use the “Ready for Review” button to submit the UIP to the district for review.

3. Successfully Submitted!

Once the author pushes “Ready for Review” and the UIP is complete, the page will display “Successfully Submitted!” There is no limit on how often a school can hit “Ready for Review.”

The screenshot displays the Colorado Department of Education's UIP (Uniform Instructional Plan) interface. At the top, the CDE logo and 'COLORADO Department of Education' are visible, along with a 'Mandatory FORM # SPS-135 EDAC APPROVED' stamp. The page title is 'abc test district 2017-18' and the status is 'District: CDE Test District | Org ID: 0000 | Framework: Pending'.

The main navigation bar includes 'My District', 'Section I: Summary of District', 'Section II: UIP Info', 'Section III: Data Narrative', 'Section IV: Action Plans', 'Addenda', and 'Collaboration'. Below this is the 'UIP Timeline' section, which shows a progress bar and milestones: 'UIP Available' (06/01/17), 'Sec I Populated' (09/15/17), 'Optional Review' (10/16/17), and 'SchoolView Submit'. A red callout box points to the timeline with the text: 'This notice will leave the page once the user navigates away'.

An alert message states: 'Alert: Images can be uploaded using the Insert Image - Web Address tab and linking to a web hosted image (e.g., Google, Imgur). Email uiphelp@cde.state.co.us for more information.' Below the alert is a red callout box with the text: 'Successfully Submitted!'.

The 'UIP Progress' section shows a table of components and their status:

| UIP Component | Status |
|---------------|-----------------|
| Section I | Updated |
| Section II | Ready to Submit |
| Section III | Ready to Submit |
| Section IV | Ready to Submit |

Below the table is a 'Ready for Review' button. To the right is the 'Priority Performance Challenges' section, which is currently empty.

The 'UIP Detail' section for 'CDE Test School A UIP 2017-18' is shown. It includes a 'Show Feed' button and a 'Back to List: UIP' link. The 'UIP Detail' table is as follows:

| Field | Value |
|---------------------|----------------------------------|
| UIP Name | CDE Test School A UIP 2017-18 |
| UIP Status | Ready for District Review |
| District Name | CDE Test District |
| Organization Code | 8888 |
| School Name | CDE Test School 1 |
| School Code | 1234 |
| Last Modified By | Test User56DA, 3/27/2018 2:44 PM |
| Record Type | School UIP 2017 [Change] |
| UIP Annual CDE Plan | 2017 School Template |

A red callout box points to the 'UIP Status' field with the text: 'Behind the scenes, the UIP Status has changed from “In Progress” to “Ready for District Review”'.

Submitting a School Plan to CDE for January Review (Priority Improvement, Turnaround, On Watch)

Completed by District Admins

Once the school (traditional or AEC) has completed the UIP and clicked “Ready for Review”, the school will appear in either the “Schools Ready for District Approval” or “AECs Ready for District Approval” dropdown, which is accessible to a user with a District Admin profile in the UIP Online System. For example, these schools have selected “Ready for Review”, and now appear in the “Schools Ready for District Approval” view. The UIP status will read either “Submitted for Review” or “Ready for District Review.” The district can now review the UIP, and decide to submit to CDE for review by double clicking on the UIP Status and changing that status to “Submit to CDE for Review”. *Note that submitting a plan to CDE for review does not post the plan on Schoolview. plans that are submitted to CDE for Review must still be submitted for public posting after CDE feedback is incorporated. Proceed to page 5 for further instructions on submitting for public posting.*

The screenshot displays the 'Schools Ready for District Approval' view in the UIP Online System. The table lists five schools, all with a status of 'Ready for District Review'. A dropdown menu is open for the 'UIP Status' of the fourth school, 'Carbondale Middle School'. The dropdown menu includes the following options: 'Ready for District Review', '--None--', 'In Progress', 'Submitted for Review', 'Submit to CDE for Review', 'Submitted for Re-Review', 'Submit to CDE for Re-Review', 'Feedback Submitted', and 'Received by CDE'. A red box highlights the 'Submit to CDE for Review' option with the text 'To go to the school UIP'. A red arrow points from the text in the paragraph above to the 'Submit to CDE for Review' option in the dropdown menu.

| UIP Name | UIP Status | District Name | Biennial_Flex | Sch... | School Name | Record Type | S... | S... | S... |
|------------------------------|---------------------------|-------------------|--------------------------------|--------|------------------------------|------------------|------|------|------|
| Basalt Elementary School... | Ready for District Review | Roaring Fork RE-1 | Not eligible for biennial s... | 0560 | Basalt Elementary School | School UIP 20... | ✓ | ✓ | ✓ |
| Basalt Middle School UIP... | Ready for District Review | Roaring Fork RE-1 | Not eligible for biennial s... | 0561 | Basalt Middle School | School UIP 20... | ✓ | ✓ | ✓ |
| Carbondale Community ... | Ready for District Review | Roaring Fork RE-1 | Not eligible for biennial s... | 0429 | Carbondale Community ... | School UIP 20... | ✓ | ✓ | ✓ |
| Carbondale Middle Scho... | Ready for District Review | Roaring Fork RE-1 | Not eligible for biennial s... | 1296 | Carbondale Middle School | School UIP 20... | ✓ | ✓ | ✓ |
| Crystal River Elementary ... | Ready for District Review | Roaring Fork RE-1 | Not eligible for biennial s... | 2063 | Crystal River Elementary ... | School UIP 20... | ✓ | ✓ | ✓ |

Submitting a School or District Plan for Public Posting on SchoolView (all schools and districts):

Completed by District Admins

This step can be completed from the UIP list view, or from the UIP detail page.

Option A: Submit Plans for Public Posting from the UIP list view:

Once schools (traditional or AEC) have completed the UIP and clicked “Ready for Review”, the schools will appear in either the “Schools Ready for District Approval” or “AECs Ready for District Approval” view dropdown. For example, these schools have selected “Ready for Review”, and now appear in the “Schools Ready for District Approval” view. The district can now review the UIP, and then submit to the CDE website by checking the box next to the school name, and then clicking the “Ready For School View” button at the top of the screen. Be sure to check both the “Schools Ready for District Approval” and the “AECs Ready for District Approval” views, in order to make sure all school UIPs are submitted for public posting. District UIPs will appear in the “District Dashboard” view dropdown, and can be submitted the same way. To view the change, hit ‘refresh’. If the district would like to submit multiple UIPs to CDE at one time, or submits a UIP on accident, contact the UIP office.

The screenshot shows the SchoolView interface with the following elements:

- Navigation bar: UIP, Home, Schools/Districts, Reports, Chatter, Accreditation Portal, Data Explorer, UIP (circled in red), UIP Contacts, Addenda, CDE Feedback, Implementation Benchmarks, More.
- Page header: Schools Ready for District Approval (circled in red), New, Import, Printable View, Ready For School View (circled in red).
- Table with 5 items selected:

| | UIP Name ↑ | UIP Status | District Name | Biennial_Flex | Sch... | School Name | Record Type | S... | S... | S... |
|---|------------------------------|---------------------------|-------------------|--------------------------------|--------|------------------------------|------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| 1 | Basalt Elementary School... | Ready for District Review | Roaring Fork RE-1 | Not eligible for biennial s... | 0560 | Basalt Elementary School | School UIP 20... | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2 | Basalt Middle School UIP... | Ready for District Review | Roaring Fork RE-1 | Not eligible for biennial s... | 0561 | Basalt Middle School | School UIP 20... | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3 | Carbondale Community ... | Ready for District Review | Roaring Fork RE-1 | Not eligible for biennial s... | 0429 | Carbondale Community ... | School UIP 20... | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4 | Carbondale Middle Scho... | Ready for District Review | Roaring Fork RE-1 | Not eligible for biennial s... | 1296 | Carbondale Middle School | School UIP 20... | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5 | Crystal River Elementary ... | Ready for District Review | Roaring Fork RE-1 | Not eligible for biennial s... | 2063 | Crystal River Elementary ... | School UIP 20... | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

To go into the
UIP to review

Option B: Submit plans for Public Posting from the UIP Detail page:

An individual school or district UIP can also be submitted for public posting on Schoolview from the UIP detail page. If the UIP has been reviewed by the district and is ready to be publicly posted, the district admin can navigate to the UIP detail page and click the “Ready for Schoolview” button in the top right-hand corner of the screen.

The screenshot shows the user interface for the 'CDE Test School UIP 2020-21' page. The top navigation bar includes 'UIP', 'Home', 'Schools/Districts', 'Reports', 'Chatter', 'Accreditation Portal', 'Data Explorer', 'UIP', 'UIP Contacts', 'Addenda', 'CDE Feedback', 'Implementation Benchmarks', and 'More'. The main content area is divided into 'Details' and 'Activity' sections. The 'Details' section contains a table of information:

| Related | Details |
|--|--------------------------------------|
| UIP Name | CDE Test School UIP 2020-21 |
| Record Type | School UIP 2020 |
| School Name | CDE Test School 1 |
| UIP Status | Ready for District Review |
| City | |
| School Code | 1235 |
| District Name | CDE Test District |
| Organization Code | 8888 |
| Recommended Year | <input type="checkbox"/> |
| UIP Annual CDE Plan | 2020 School Template |
| Copy from Last Year Done | <input type="checkbox"/> |
| Year | |
| Entering Year | |
| Focus Title I | |
| TIG Focus Type | |
| Received TIG | |
| Student Graduation and Completion Plan | <input type="checkbox"/> |
| 95% Participation | <input type="checkbox"/> |

The 'Activity' section shows 'Upcoming & Overdue' with the message: 'No next steps. To get things moving, add a task or set up a meeting.' and 'No past activity. Past meetings and tasks marked as done show up here.'

After clicking “Ready for Schoolview,” you will be asked to confirm that you wish to submit the UIP for public posting.

The screenshot shows a confirmation dialog box with the following text: 'Please confirm that you want to submit the selected UIPs for School View to create the Final Version UIP PDF'. Below the text is a button labeled 'Confirm'.

Once you click “Confirm,” the UIP will be submitted for public posting on Schoolview. On the UIP detail page, you will see that the UIP status has changed to “Submitted for Posting.” You may need to refresh the detail page after a few minutes to see this change.

The screenshot shows the Schoolview interface for the Colorado Department of Education. The top navigation bar includes 'UIP', 'Home', 'Schools/Districts', 'Reports', 'Chatter', 'Accreditation Portal', 'Data Explorer', 'UIP', 'UIP Contacts', and 'Addenda'. The main content area displays the details for a UIP titled 'CDE Test School UIP 2020-21'. The 'Submitted for Posting' status is circled in red, with a red arrow pointing to it from the text above.

| Related | Details |
|--|--------------------------------------|
| UIP Name | CDE Test School UIP 2020-21 |
| Record Type | School UIP 2020 |
| School Name | CDE Test School 1 |
| UIP Status | Submitted for Posting |
| City | |
| School Code | 1235 |
| District Name | CDE Test District |
| Organization Code | 8888 |
| Recommended Year | <input type="checkbox"/> |
| Academic Year | |
| EMH Code | |
| UIP Annual CDE Plan | 2020 School Template |
| Copy from Last Year Done | <input type="checkbox"/> |
| Year | |
| Entering Year | |
| Focus Title I | |
| TIG Focus Type | |
| Received TIG | |
| Student Graduation and Completion Plan | <input type="checkbox"/> |
| 95% Participation | <input type="checkbox"/> |
| Review Required | <input type="checkbox"/> |
| Re-Review Required | <input type="checkbox"/> |

If the district would like to submit multiple UIPs to CDE at one time, or submits a UIP on accident, contact the UIP office.

If you have any questions, please contact the UIP Team:

Kirby Stein (administrative, system, navigation questions)

Stein_k@cde.state.co.us

303-866-5499

720-454-2084 (cell)

Erin Loften (UIP process)

Loften_E@cde.state.co.us

General Feedback:

uiphelp@cde.state.co.us