

Unified Improvement Planning

Guidance for Short Cycle Planning within UIP



COLORADO
Department of Education

Purpose

The state's Unified Improvement Planning (UIP) process relies on a comprehensive set of strategies and action plans that unfold over the course of one to two years. However, in some situations, tighter planning cycles can allow schools and districts to be both nimble and focused in their response to an anticipated series of challenges throughout the year. This Short Cycle format is intended to enable schools or districts to plan for a series of short-term (e.g., 6-week, 90-day, semester-long, etc.) initiatives, rather than outlining a single one- or two-year action plan. Integrating these Short Cycle plans into the online UIP supports schools and districts in meeting multiple accountability expectations through one unified planning document.

Requirements

Districts and schools may use their own system for short cycle planning outside of the online UIP system, and these plans can will then be used in conjunction with the rest of the UIP. The short cycle plan can replace or supplement the UIP's Action Plan, provided the combination of the two (Online UIP and Short Cycle plan) satisfies the following requirements:

- **Included Elements** – Taken together, the elements of the UIP and short cycle plans must meet applicable state and federal expectations (e.g., K-3 READ Act requirements). For additional detail on these requirements, see the [quality criteria rubric](#) and schools' pre-populated reports in the online system.
- **Online System Expectations** - In the online system, enter the name, description and evidence base for Major Improvement Strategies as well as any plan elements not built into the short cycle template. The Major Improvement Strategies in the Online UIP system should match those in the short cycle document. (As stated above, the Short Cycle plan(s) may serve as the UIP's Action Plan).
- **Public Accessibility** - A plan, including the action plan and progress monitoring, must be publicly available. Therefore, the short cycle plan should be attached or linked within the UIP. When necessary (e.g., to protect Personally Identifiable Information (PII) or staff reflections on progress), the short cycle plan may be summarized in a public facing form.
- **Timeframe** – The publicly available short cycle plans must span the timeframe for public posting of the UIP. Ensure that the short cycle plans and the online UIP span the full time the plan will be posted (i.e., one year, or two years for schools exercising biennial flex). The short cycle plans can be integrated into the initial UIP, and districts and schools can re-post their UIPs as frequently as new short cycle plans are developed in the case of attached short cycle plans. There is no limit on attachments or re-publishing of plans.
- **Feedback (Optional)** -The School Improvement and Planning team is available to review short cycle templates/samples and provide feedback to districts on addressing plan components as well as State and Federal expectations.

Checklist for Short Cycle Plan Components

- Strategy
- Action Steps
- Timeline
- Resources
- Implementation Benchmarks (Adult or system outcomes)
- Interim Measures (student outcomes)
- (Optional) Annual Targets

Commonly Used Short Cycle Planning Tools

- CDE Turnaround Network Progress Monitoring Tool
- University of Virginia, PLE Turnaround Leaders 90 Day Plan
- Carnegie Improvement Science
- Plan-Do-Study-Act documents
- District developed template