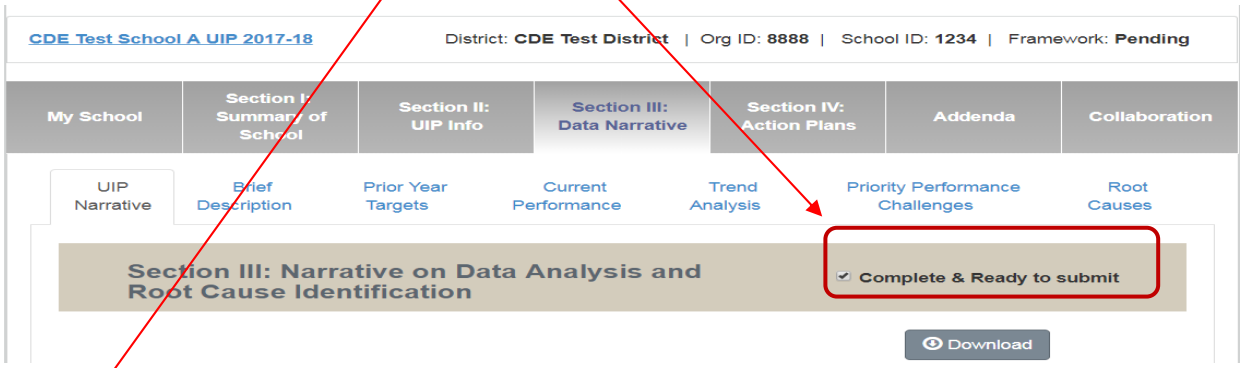
COLORADO
Department of Education

Online Submission Guidance

UIP Online System Login: https://cdeapps.cde.state.co.us/index.html

1. **As the school or district 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
Section I	*Updated*
Section II	*In Progress*
Section III	*In Progress*
Section IV	*In Progress*

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

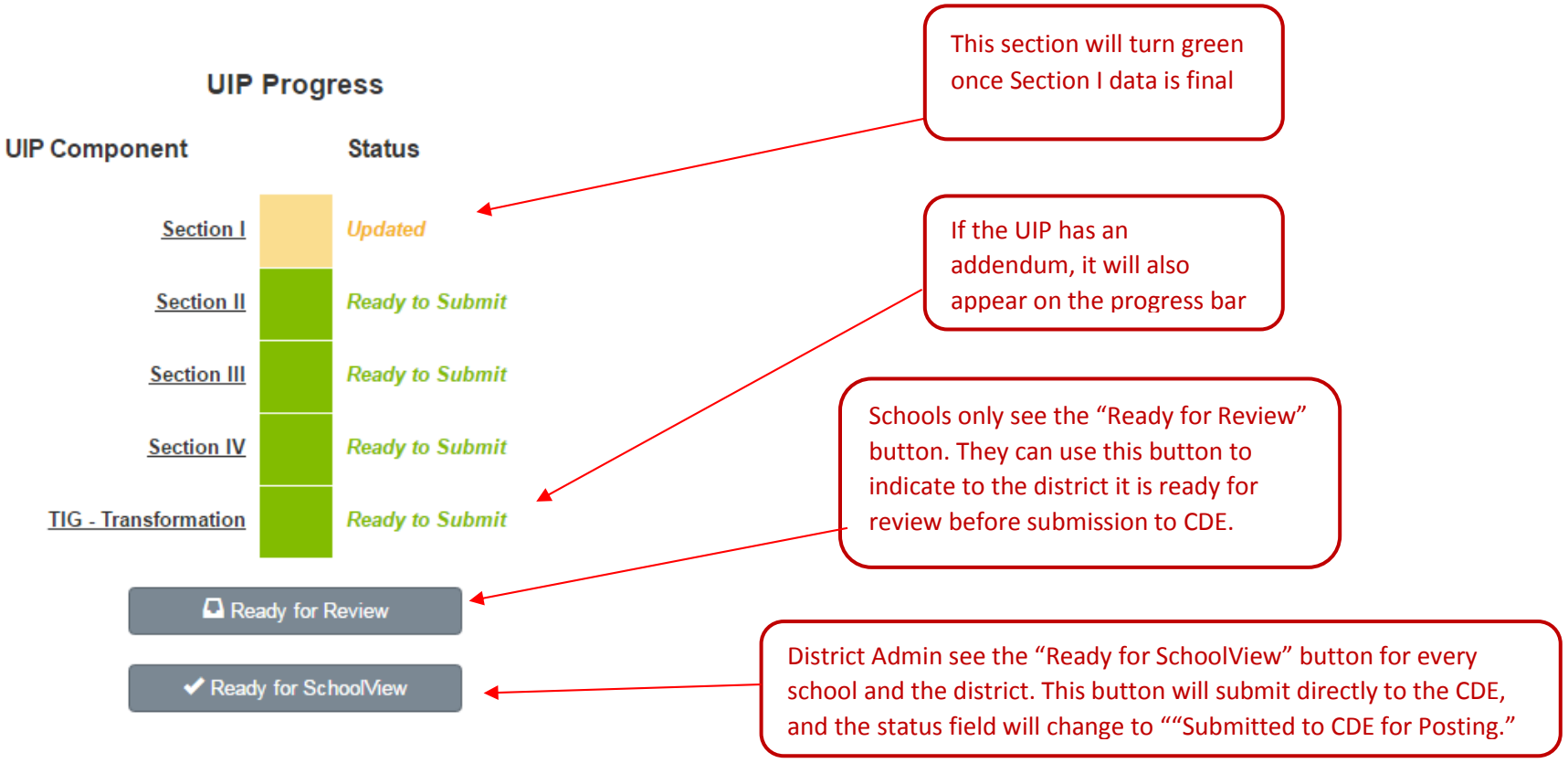
UIP Progress

UIP Component	Status
Section I	*Updated*
Section II	*In Progress*
Section III	*Ready to Submit*
Section IV	*In Progress*

2.

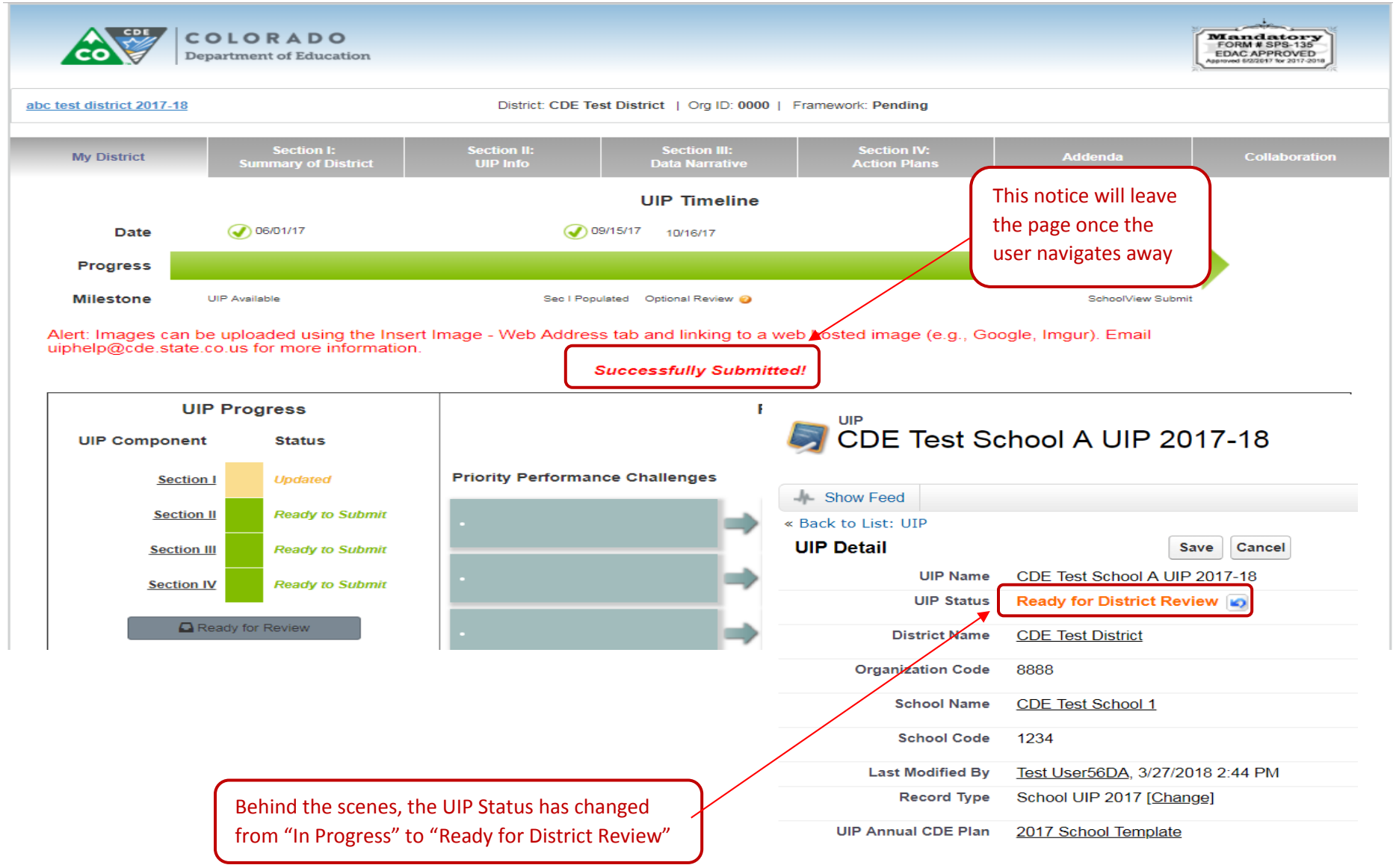
a. **DISTRICT SUBMISSION: Once all sections are green, a district administrator has two options. To submit the UIP to CDE, push "Ready for Review," which will change the UIP status to "Submitted to CDE for Review." For April submission and public posting, select "Ready for SchoolView." This will change the UIP status to "Submitted to CDE for Posting." That's it!**

b. **SCHOOL SUBMISSION: Once all sections are green, school users can push the "Ready for Review" button. This will change the UIP Status to "Ready for District Review." Once a school pushes "Ready for Review" the district can review the plan and submit the UIP to CDE for *CDE Review* or *April Submission and Public Posting* (Step 3 & 4).**



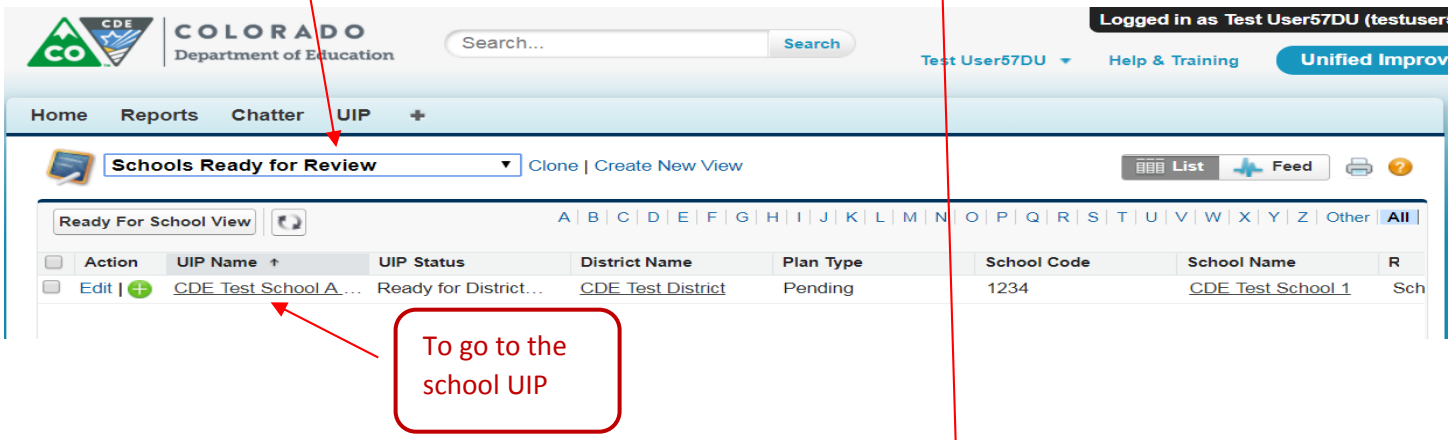
Successfully Submitted

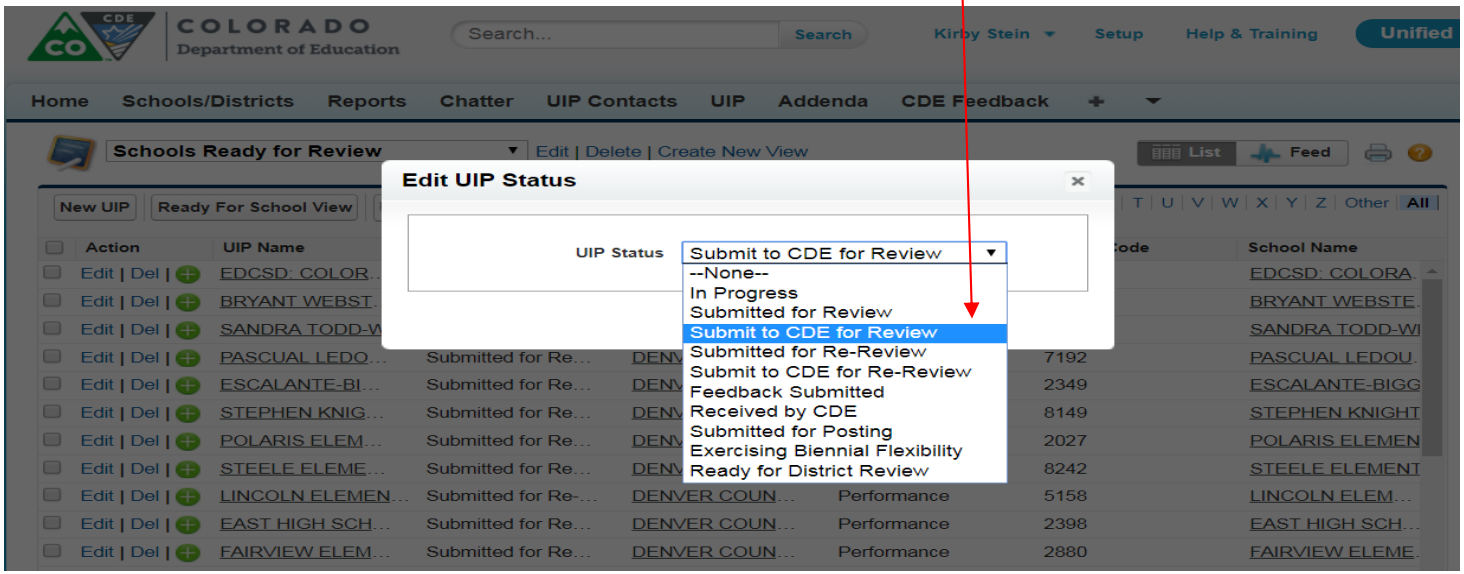
Once the author pushes either "Ready for Review" or "Ready for SchoolView" (if a District Administrator) and the UIP is complete, the page will display "Successfully Submitted!" There is no limit on how often a school or district can hit "Ready for Review" or "Ready for SchoolView".



To Submit a School <u>to CDE for Review</u> (Priority Improvement and Turnaround Plan Type):

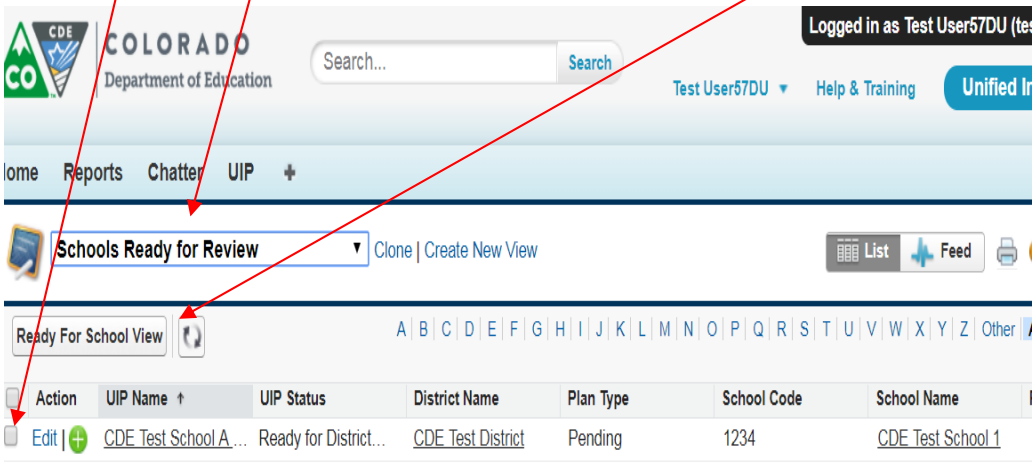
3. **Once the school (traditional or AEC) has completed the UIP and clicked "Ready for Review", the school will appear in either the "Schools Ready for Review" or "AECs Ready for Review" dropdown. For example, this CDE Test School has selected "Ready for Review", and now appears in the "Schools Ready for Review" 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 by double clicking on the UIP Status and changing that status to "Submit to CDE for Review".**

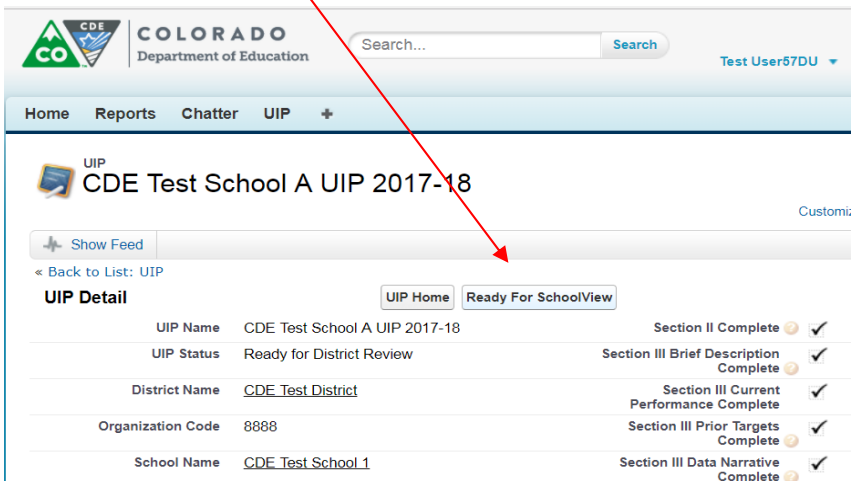




To submit a school for public posting on SchoolView for April Submission (all schools and districts):

4. **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 Review" or "AECs Ready for Review" view dropdown. For example, this CDE Test School has selected "Ready for Review", and now appears in the "Schools Ready for Review" 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. To view the change, hit 'refresh'. Alternatively, you can click on the UIP name and then click the "Ready For SchoolView" button at the top of the UIP Detail page. 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:

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