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”.

Once all checkboxes are marked “Complete & Ready to Submit” the section will turn green.
DISTRICT SUBMISSION: Once section I is marked as “updated” and all other sections are green, the UIP is ready to be submitted. The district then hits the “Ready for SchoolView” button on the district overview page.

SCHOOL SUBMISSION: Once all sections are green, school users push the “Ready for Review” button. This will change the UIP status to “Submitted to District for Review.” Once a school pushes “Ready for Review” the district can review the plan and submit the UIP using the “Ready for SchoolView” button on the district overview page or “Schools Ready for District Approval” dropdown.

This section will display “Updated” once Section I data is final

If the UIP has an addendum, it will also appear on the progress bar

Districts use the “Ready for Review” button to submit the UIP to CDE for January Review. Schools use this button to indicate that the UIP is ready for review by the district. Once the district has reviewed, they can submit to CDE for January Review or Public Posting on SchoolView in the overview page.
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 or district can hit “Ready for Review.”

Behind the scenes, the UIP Status has changed from “In Progress” to “Ready for District Review.”

This notice will leave the page once the user navigates away.
To submit a school or district for public posting on SchoolView (all schools and districts):

2. 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” UIP tab dropdown. The district can now review the UIP, then submit publically to SchoolView by checking the box next to the school name, then clicking the “Ready for School View” button at the top of the screen. District UIPs will appear in the "District Dashboard" view dropdown, and can be submitted the same way. To view the change, hit ‘refresh’. Every time the UIP is updated, hit “Ready for SchoolView” again to publically post. If the district submits a UIP on accident, contact the UIP office.
Submitted UIP Status will display “Submitted for Posting”

If you have any questions, please contact the UIP Team:
( administrative, system, navigation questions)
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