

# Online Submission Guidance

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

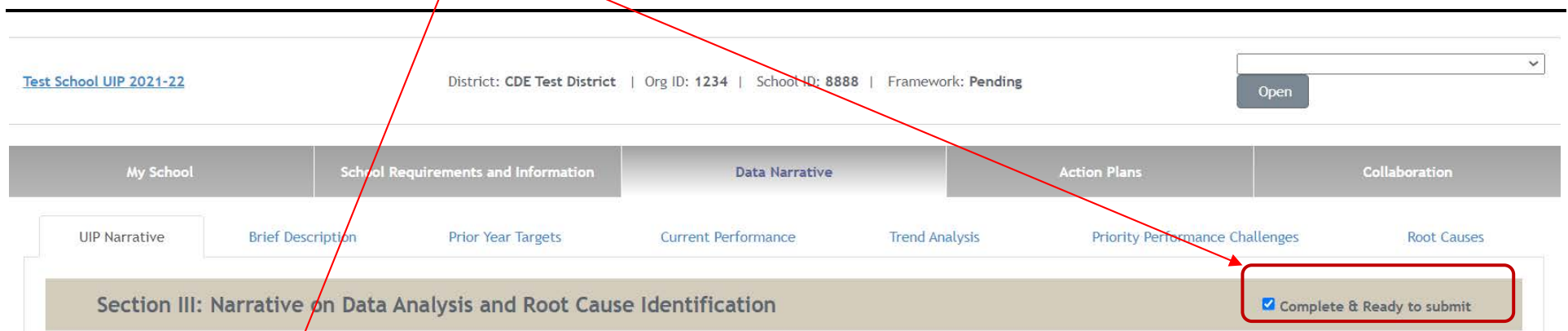
Updated June 2021

## 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".






The screenshot shows the 'Test School UIP 2021-22' interface. At the top, it displays 'District: CDE Test District | Org ID: 1234 | School ID: 8888 | Framework: Pending' and an 'Open' button. Below this is a navigation bar with tabs: 'My School', 'School Requirements and Information', 'Data Narrative', 'Action Plans', and 'Collaboration'. Underneath, there are sub-tabs for 'UIP Narrative', 'Brief Description', 'Prior Year Targets', 'Current Performance', 'Trend Analysis', 'Priority Performance Challenges', and 'Root Causes'. The 'Data Narrative' section is highlighted, and a checkbox labeled 'Complete & Ready to submit' is checked and circled in red. A red arrow points from this checkbox to the 'UIP Progress' status table below.

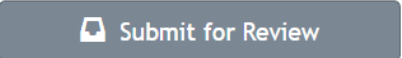
**Once all checkboxes are marked "Complete & Ready to Submit" the section will turn green.**

UIP Progress		UIP Progress	
UIP Component	Status	UIP Component	Status
UIP Info	In Progress	UIP Info	In Progress
Data Narrative	In Progress	Data Narrative	Ready to Submit
Action Plans	In Progress	Action Plans	In Progress

## 2. Submit the School UIP to the District for Review

Once all sections are green, the UIP is ready to be submitted. To submit the UIP to the district for review, push “Submit for Review,” which will change the UIP status to “Ready for District Review.”

UIP Progress	
UIP Component	Status
<u>UIP Info</u>	 <i>Ready to Submit</i>
<u>Data Narrative</u>	 <i>Ready to Submit</i>
<u>Action Plans</u>	 <i>Ready to Submit</i>



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

### 3. Successfully Submitted!

Once the author pushes “Submit 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.”

Test School UIP 2021-22      District: CDE Test District | Org ID: 1234 | School ID: 8888 | Framework: Pending

My School    School Requirements and Information    Data Narrative    **Action Plans**    Collaboration

**Successfully Submitted for District Review!**

Copy from Last Year    Performance Snapshot    Produce Draft UIP    Executive Summary

UIP Progress		Relationship of UIP Elements		
UIP Component	Status	Priority Performance Challenges	Root Cause	Major Improvement Strategies
UIP Info	Ready to Submit	<ul style="list-style-type: none"> <li>CMAS Math</li> </ul>	<ul style="list-style-type: none"> <li>Instructional Practices</li> <li>Professional Development</li> <li>DDI</li> </ul>	<ul style="list-style-type: none"> <li>Lesson planning and unit internalization- Math (3rd-5th focus)</li> </ul>
Data Narrative	Ready to Submit	<ul style="list-style-type: none"> <li>Family and Student Engagement and Satisfaction</li> </ul>	<ul style="list-style-type: none"> <li>Relationship Improvements</li> </ul>	<ul style="list-style-type: none"> <li>Develop a robust and consistent DDI protocol, culture, and schedule to regularly</li> </ul>
Action Plans	Ready to Submit	<ul style="list-style-type: none"> <li>Disaggregated Students With Disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Instructional Practices</li> <li>Professional Development</li> <li>DDI</li> </ul>	<ul style="list-style-type: none"> <li>Lesson planning and internalization of a daily, systematic phonics- Lit (K-2 foc</li> </ul>

Submit for Review

This notice will leave the page once the user navigates away

Successfully Submitted for District Review!

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

UIP Test School UIP 2021-22

Related	Details
UIP Name	Test School UIP 2021-22
Record Type	School UIP 2021
School Name	CDE Test School 1
UIP Status	Ready for District Review
City	

## Submitting a School or District Plan for Public Posting on SchoolView and/or Review (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 “Submit 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 “Submit 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 “Submit for Public Posting” 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 for the UIP list view. The navigation menu at the top includes 'UIP', 'Home', 'Schools/Districts', 'Reports', 'Chatter', 'Accreditation Portal', 'Data Explorer', 'UIP', 'UIP Contacts', 'Addenda', 'CDE Feedback', and 'More'. The 'UIP' menu item is circled in red. Below the navigation, the 'Schools Ready for District Approval' dropdown is circled in red. The 'Submit for Public Posting' button is circled in red. The table below shows 6 items selected, with checkboxes for selection.

	<input type="checkbox"/>	UIP Name ↑	UIP Status	District Name	Biennial_Flex	Sc...	School Name	Record Type	S...	S...	S...	
1	<input checked="" type="checkbox"/>	Alice Terry Eleme...	Ready for District...	Sheridan 2	Eligible for bien...	30...	Alice Terry Eleme...	School UIP 20...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	▼
2	<input checked="" type="checkbox"/>	Banning Lewis Ra...	Ready for District...	District 49	Eligible for bien...	05...	Banning Lewis Ra...	School UIP 20...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	▼
3	<input checked="" type="checkbox"/>	Basalt Elementar...	Ready for District...	Roaring Fork RE-1	Not eligible for ...	05...	Basalt Elementar...	School UIP 20...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	▼
4	<input checked="" type="checkbox"/>	Basalt Middle Sc...	Ready for District...	Roaring Fork RE-1	Not eligible for ...	05...	Basalt Middle Sc...	School UIP 20...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	▼
5	<input checked="" type="checkbox"/>	Bea Underwood ...	Ready for District...	Garfield 16	Not eligible for ...	35...	Bea Underwood ...	School UIP 20...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	▼
6	<input checked="" type="checkbox"/>	Cactus Valley Ele...	Ready for District...	Garfield Re-2	Eligible for bien...	78...	Cactus Valley Ele...	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 “Submit for Public Posting” button in the top right-hand corner of the screen.

The screenshot shows the 'UIP Test School UIP 2021-22' detail page. At the top right, there are buttons for '+ Follow', 'UIP Home', 'Submit for Public Posting' (circled in red), and 'Edit'. The main content area is divided into 'Details' and 'Activity' sections. The 'Details' section contains a table of fields:

Related	Details
UIP Name	Test School UIP 2021-22
Record Type	School UIP 2021
School Name	CDE Test School 1
UIP Status	Ready for District Review
City	
School Code	8888
District Name	CDE Test District
Organization Code	1234
Recommended Year	<input type="checkbox"/>
UIP Annual CDE Plan	2021 School Template
Copy from Last Year Done	<input checked="" 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 filters for 'All time', 'All activities', and 'All types'. It includes a 'Refresh' button and links for 'Expand All' and 'View All'. A section titled 'Upcoming & Overdue' displays the message: 'No next steps. To get things moving, add a task or set up a meeting.' Below this, it states: 'No past activity. Past meetings and tasks marked as done show up here.'

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













Please confirm that you want to submit the selected UIPs for School View to create the Final Version UIP PDF

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.

UIP  
**CDE Test School UIP 2020-21**

Related Details

UIP Name	CDE Test School UIP 2020-21		UIP Annual CDE Plan	<a href="#">2020 School Template</a>
Record Type	School UIP 2020		Copy from Last Year Done	<input type="checkbox"/>
School Name	<a href="#">CDE Test School 1</a>		Year	
UIP Status	<b>Submitted for Posting</b>		Entering Year	
City			Focus Title I	
School Code	1235		TIG Focus Type	
District Name	<a href="#">CDE Test District</a>		Received TIG	
Organization Code	8888		Student Graduation and Completion Plan	<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)

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303-866-5499

720-454-2084 (cell)

Erin Loften (UIP process)

[Loften\\_E@cde.state.co.us](mailto:Loften_E@cde.state.co.us)

General Feedback:

[uiphelp@cde.state.co.us](mailto:uiphelp@cde.state.co.us)