Online Submission Guidance

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

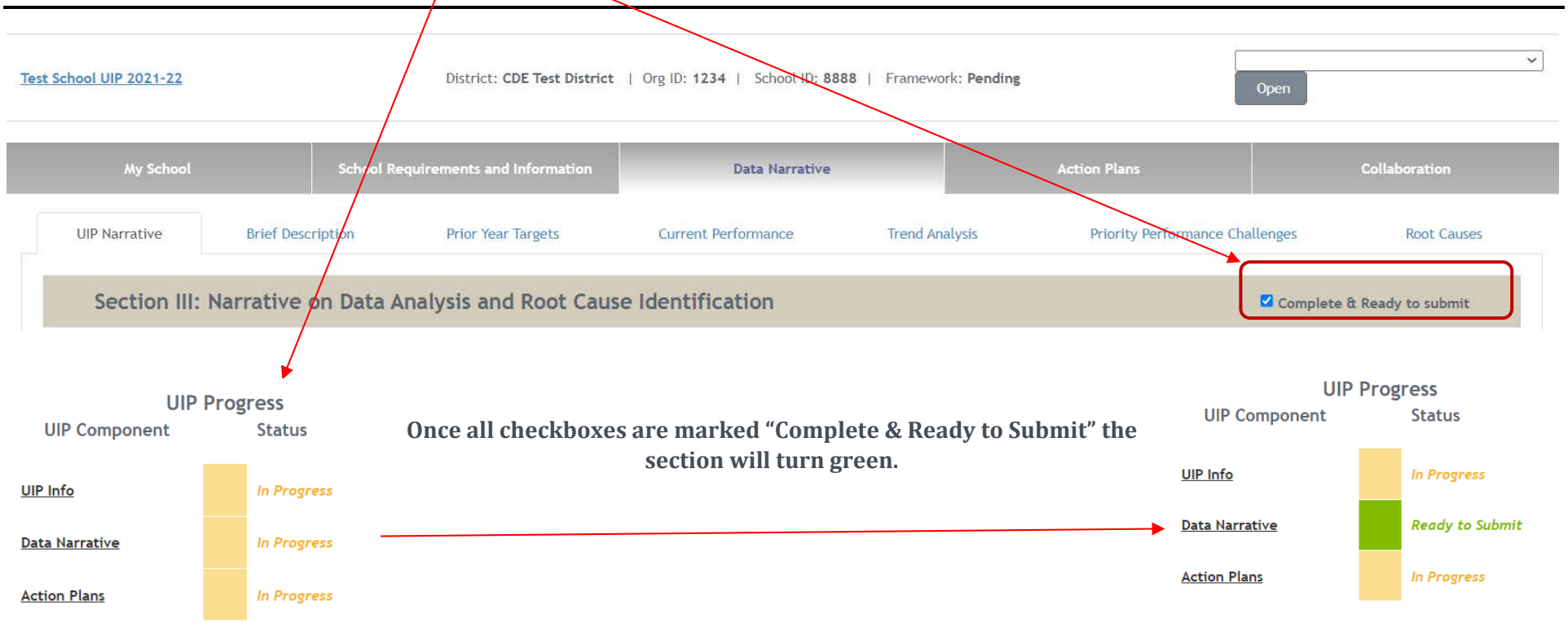
Updated June 2021

Submitting a School Plan for District Review

Completed by School Admins

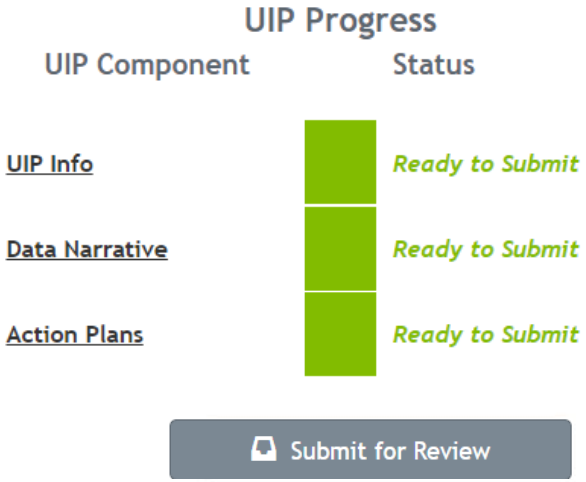
1. Prepare the School UIP for Submission

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".



2. Submit the School UIP to the District for Review

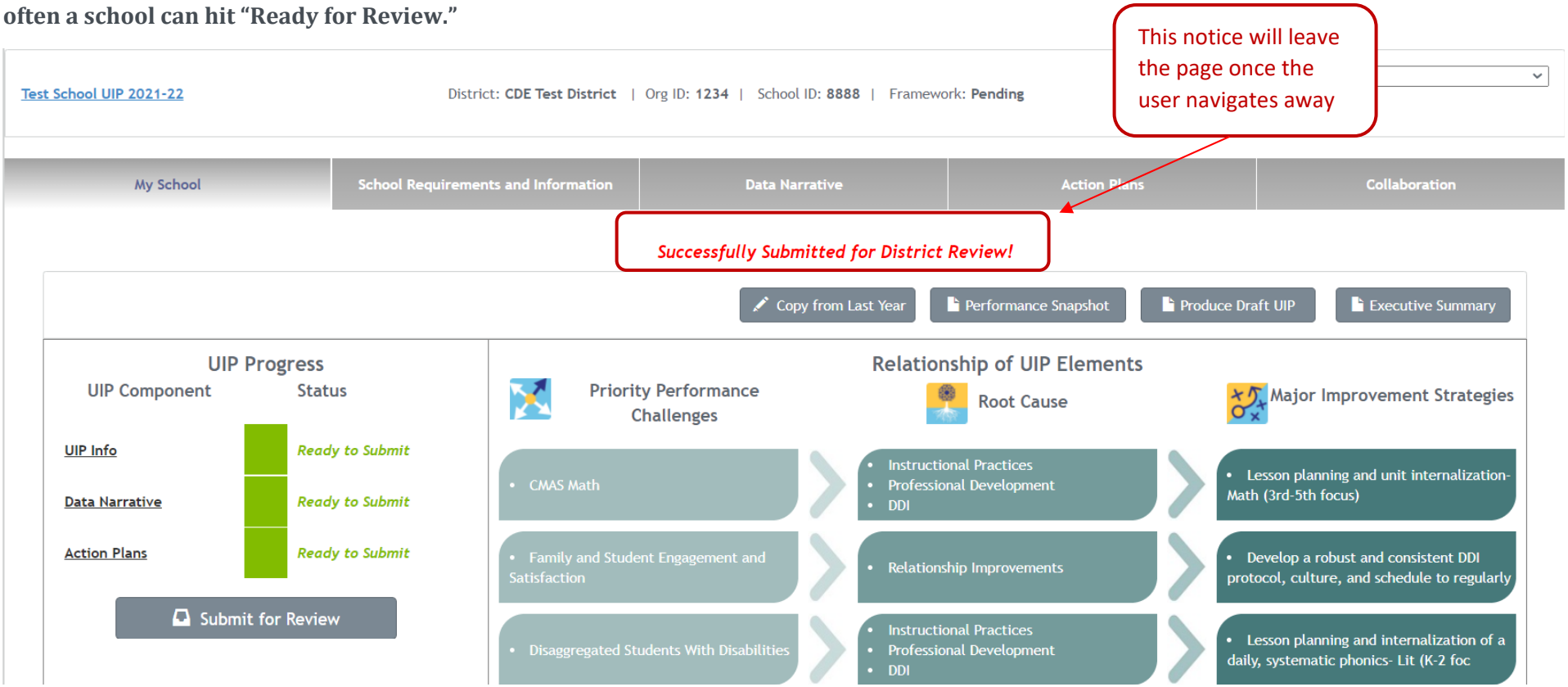
Once all sections are green, the UIP is ready to be submitted. To submit the UIP to the district for review, push "Submit for Review," which will change the UIP status to "Ready for District Review."



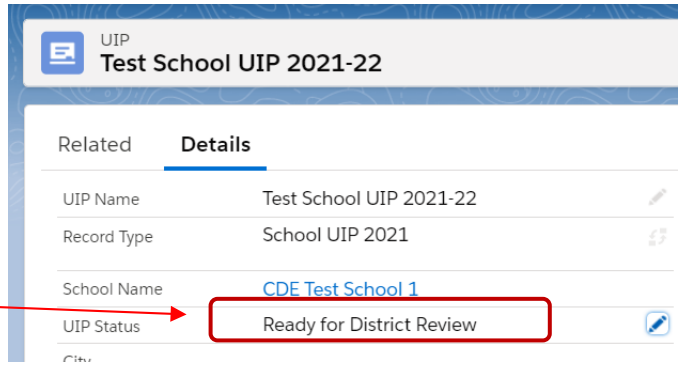
School Admins use the "Submit for Review" button to submit the UIP to the district for review.

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."



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



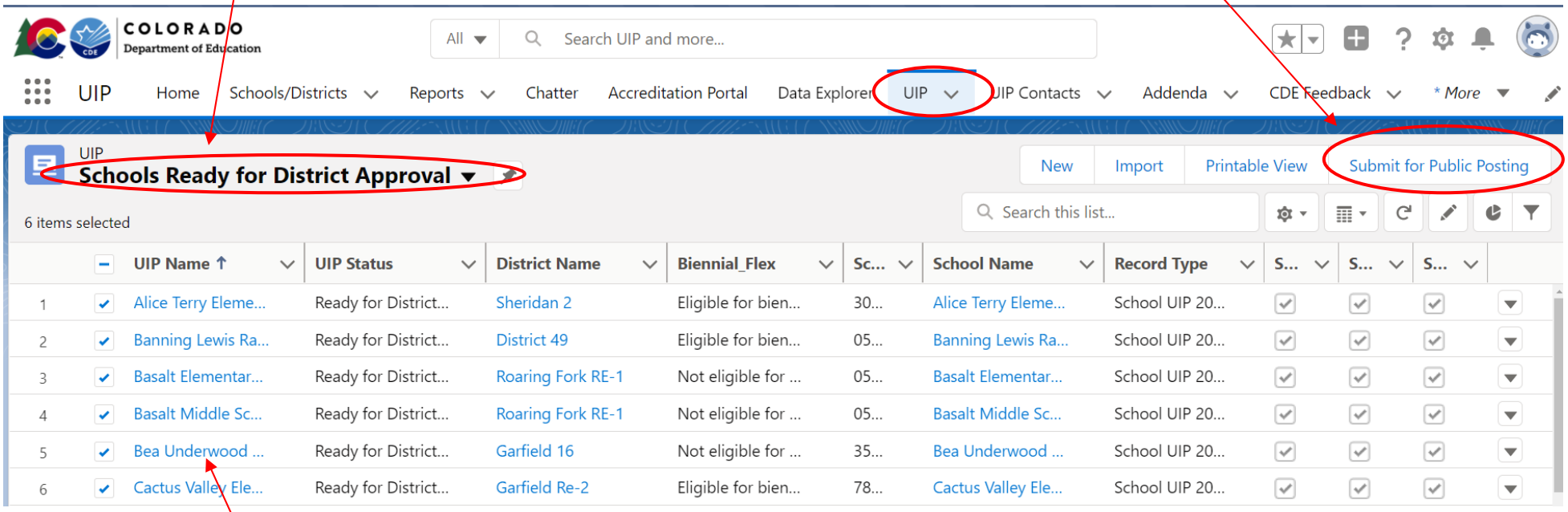
Submitting a School or District Plan for Public Posting on SchoolView and/or Review (all schools and districts):

Completed by District Admins

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

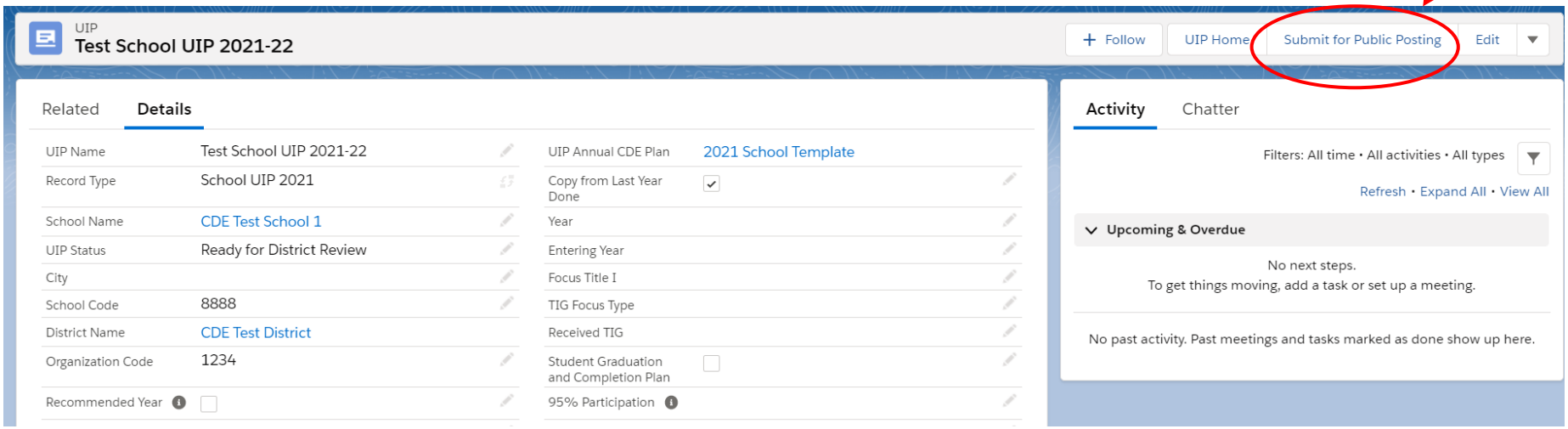
Option A: Submit Plans for Public Posting from the UIP list view:

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.

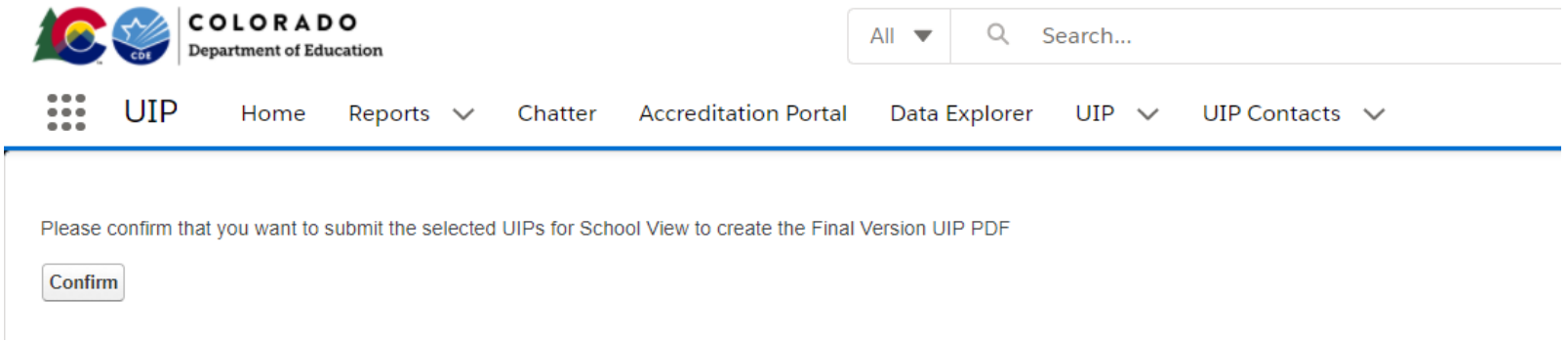


Option B: **Submit plans for Public Posting from the UIP Detail page:**

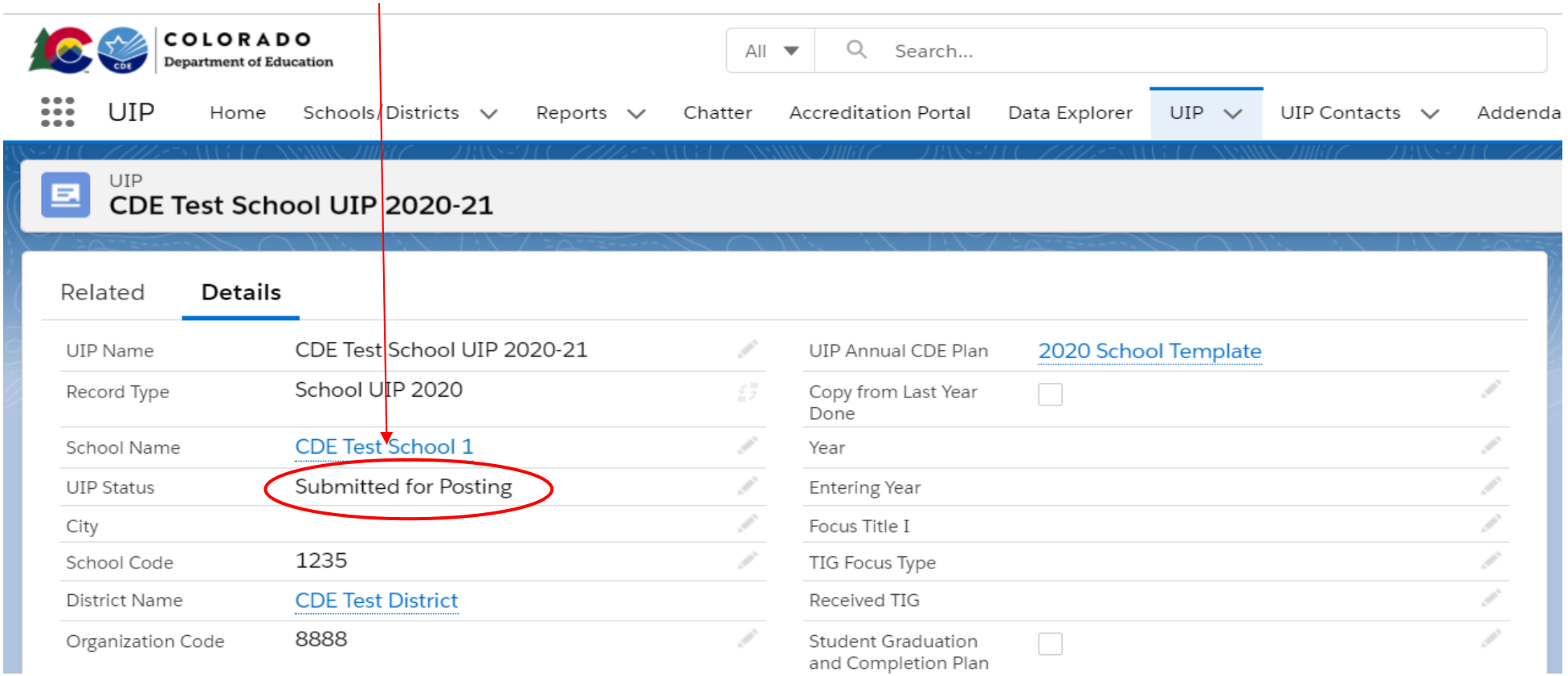
An individual school or district UIP can also be submitted for public posting on Schoolview from the UIP detail page. If the UIP has been reviewed by the district and is ready to be publicly posted, the district admin can navigate to the UIP detail page and click the "Submit for Public Posting" button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



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



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.



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