UIP Review Selection Guide for District Admin using the UIP Online System



All schools and districts are required to regularly submit Unified Improvement Plans (UIPs). CDE reviews and provides feedback on UIPs for schools and districts that are identified for improvement under the state (Priority Improvement and Turnaround) or federal (Comprehensive Support under ESSA) accountability systems.

This document is intended for use by district-level staff coordinating UIP Review efforts for Unified Improvement Plan (UIP). This guide includes step-by-step instructions for how District Admin can select the Review Type for identified schools in the district.

New UIP Review Options in 2024-2025 for Identified Districts & Schools

In the 2024-25 year, sites that will have their UIPs reviewed by CDE can choose from three different formats for this review and feedback:

- NEW: UIP Consultation (pre-submission, opt in) available on request
- Full Plan Quality Review (post-submission, opt in) available on request
- NEW: Requirements Check (post-submission, default) default review type for sites that do not opt for either a Consultation or a Full Plan Quality Review

More detailed information about the Review Types for Identified Schools can be found on the UIP: CDE Reviews & Feedback Overview document.

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Navigating to the Review Selection Process on the UIP Online System Step 1 – Log in and navigate to the UIP tab

Upon logging into the UIP Online System, district users will land on the Home tab. Navigate to the UIP tab.



Once on the UIP tab, the "Recently Viewed" list shows by default. The user can use the caret icon next to the title of the list to change which list is displayed. Use the "Pin" feature to set a different list as the default for this tab.





Optional – View 2024 School and District UIP list – Overview Plan Types and Flexibilities

The 2024 School and District UIP list includes pre-populated requirements for the district and all schools. The checkbox column named "Review Required" will indicate if the district and any school(s) that require a review from the CDE. CDE reviews and provides feedback on UIPs for schools and districts that are identified for improvement under the state (Priority Improvement and Turnaround) or federal (Comprehensive Support under ESSA) accountability systems.

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Step 2 – Navigate to the School UIP Review list

Select the Dropdown Menu icon next to the current list view and select the list named "School UIP Reviews". Users can also use the search feature to find the School UIP Review List.

The School UIP Review list will only populate the list of schools whose plan type requires a review from the CDE.

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Step 3 – Selection of UIP Review Type

District Admin will indicate what type of review each school should have completed by the CDE. If the district is eligible for submitting a combined UIP for the district and schools and is planning to submit one UIP for all, the selected review type must be the same for all schools.

The district user will utilize the Review Type column to indicate what type of review the CDE should complete for the identified school. More detailed information about the Review Types for Identified Schools can be found on the UIP: <u>CDE Reviews & Feedback Overview document</u>.

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3 🔲 88 CDE Test Distri CDE Rocky Mountain Bighorn Sh CDE Rocky M	ountain Bighorn Sh Targeted Support and Improvem AEC: Insufficient State Data	Yes, with CDE approval	Tł
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5 🔲 88 CDE Test Distri CDE Stegosaurus Primary School CDE Stegosa	rus Primary School Not identified for school improv Improvement Plan	Yes, with CDE approval	Tł



District Admin can select a review type one school at a time or bulk select a review option for multiple schools. Instructions for these options will now branch, but overall follow the exact same process.

UIP Review Selection for One Identified School Instructions

UIP Review Selection for Multiple Identified Schools Instructions



UIP Review Selection for One Identified School

In the Review Type column, navigate to the right-hand side for the Edit Pencil icon to appear.

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3 🗌 88 CDE Test Distri CDE Greenback Cutthroat Tr	CDE Greenback Cutthroat Tr Targeted Support and In	mpr Priority Improvement Plan		Yes, with CDE approval	The district has been appr	In Progress	
4 🗌 88 CDE Test Distri CDE Rocky Mountain Bigho	CDE Rocky Mountain Bigho Targeted Support and In	mpr AEC: Insufficient State Data		Yes, with CDE approval	The district has been appr	In Progress	
5 🗌 88 CDE Test Distri CDE Western Painted Turtle	CDE Western Painted Turtle Not identified for schoo	I im Priority Improvement Plan:		Yes, with CDE approval	The district has been appr	In Progress	
6 🗌 88 CDE Test Distri CDE Stegosaurus Primary S	CDE Stegosaurus Primary S Not identified for schoo	im Improvement Plan		Yes, with CDE approval	The district has been appr	In Progress	

With the Dropdown Menu, select what type of review the CDE should complete for the individual school.

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Once the type of review is selected for one school, the user may continue to make review selections for additional schools. Once the review type has been selected for all identified schools, the user must select Save to confirm the review type the CDE will complete.

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UIP Review Selection for Multiple Identified Schools

Select multiple schools using the Checkbox feature found on the far left-side column of the School UIP Reviews list. The checkbox is located to the left of the Organization Code column.

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3		88	CDE Test Distri	CDE Greenback Cutthroat Tr	CDE Greenback Cutthroat Tr	Targeted Support and Impr	Priority Improvement Plan	\checkmark		Yes, with CDE approval	The district has been appr	In Progress	
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6		88	CDE Test Distri	CDE Stegosaurus Primary S	CDE Stegosaurus Primary S	Not identified for school im	Improvement Plan	\checkmark		Yes, with CDE approval	The district has been appr	In Progress	
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In the row of one of the selected schools, navigate to the right-hand side of the Review Type column for the Edit Pencil to appear. Select the Edit Pencil icon.

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2		88	CDE Test Distri	CDE Lark Bunting Middle Sc	CDE Lark Bunting Middle Sc	2022-23 Targeted Support a	Improvement Plan	 Image: A start of the start of		1000	Yes, with CDE approval	The district has been appr	In Progress	
3		88	CDE Test Distri	CDE Greenback Cutthroat Tr	CDE Greenback Cutthroat Tr	Targeted Support and Impr	Priority Improvement Plan				Yes, with CDE approval	The district has been appr	In Progress	-
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6		88	CDE Test Distri	CDE Stegosaurus Primary S	CDE Stegosaurus Primary S	Not identified for school im	Improvement Plan				Yes, with CDE approval	The district has been appr	In Progress	•



With the Dropdown Menu, select what type of review the CDE should complete for selected schools.

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Once the review type is selected for the schools, click the "Update # selected items" checkbox. Then select the blue Apply button.

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1	88	CDE Test Distri	CDE Test School 1	CDE Test School UIP 2024-25	Comprehensive Support an	Priority Improvement		Document Review - Requiremen	ts Check (post submission y	The district has been appr	In Progress	
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6	88	CDE Test Distri	CDE Stegosaurus Primary S	CDE Stegosaurus Primary S	Not identified for school im	Improvement Plan			Yes, with CDE approval	The district has been appr	In Progress	



Once the type of review is selected for the selected schools, the user may continue to make review selections for additional schools by repeating the above steps. Once the review type has been selected for all identified schools, the user must select Save to confirm the review type the CDE will complete.

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2 🗌 88 CDE Test Distri CDE Lark Bunting Middl CDE Lark Bunting Middl 2	2022-23 Targeted Supp Improvement Plan 🖌	Yes, with CDE approval 🗌 The district has been a In Progress 💌
3 🕢 88 CDE Test Distri CDE Greenback Cutthro CDE Greenback Cutthro T	Targeted Support and I Priority Improvement Plan 🕑 Document Review - R 💉	Yes, with CDE approval 🗌 The district has been a In Progress 💌
4 🔽 88 CDE Test Distri CDE Rocky Mountain Bi CDE Rocky Mountain Bi 1	Targeted Support and I AEC: Insufficient State D 🗹 Document Review - R 💉	Yes, with CDE approval 🗌 The district has been a In Progress 💌
5 🔲 88 CDE Test Distri CDE Western Painted Tu CDE Western Painted Tu	Not identified for school Priority Improvement Pl	Yes, with CDE approval 🗌 The district has been a In Progress 💌
6 🛛 88 CDE Test Distri CDE Stegosaurus Primar CDE Stegosaurus Primar M	Not identified for school Improvement Plan	Yes, with CDE approval 👘 The district has been a In Progress 💌
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Step 4 – Final view of Review Type Decisions for Identified Schools

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UIP Printable View Ready For School View School UIP Reviews V View Ready For School View 6 items • Sorted by Organization Code • Filtered by All uip • Record Type, Review Required • Updated 12 minutes ago Q. Search this list											l View
□ 0. . ↑ ∨	District Name 🛛 🗸	School Name 🗸 🗸	UIP Name 🗸	Focus Type \lor	Plan Type	✓ R ✓	Review Type 🗸 🗸	Combined Plan Elig \vee	Combined Plan Approve $$	UIP Status $ \smallsetminus $	·
1 88	CDE Test Distri	CDE Test School 1	CDE Test School UIP 2024-25	Comprehensive Support an	Priority Improvement	~	Document Review - Require	Yes, with CDE approval	The district has been appr	In Progress	
2 88	CDE Test Distri	CDE Lark Bunting Middle Sc	CDE Lark Bunting Middle Sc	2022-23 Targeted Support a	Improvement Plan	Image: A start of the start	Consultation Review (Pre-S	Yes, with CDE approval	The district has been appr	In Progress	•
3 88	CDE Test Distri	CDE Greenback Cutthroat Tr	CDE Greenback Cutthroat Tr	Targeted Support and Impr	Priority Improvement Plan	Image: A start of the start	Consultation Review (Pre-S	Yes, with CDE approval	The district has been appr	In Progress	-
4 88	CDE Test Distri	CDE Rocky Mountain Bigho	CDE Rocky Mountain Bigho	Targeted Support and Impr	AEC: Insufficient State Data	~	Document Review - Require	Yes, with CDE approval	The district has been appr	In Progress	•
5 🗌 88	CDE Test Distri	CDE Western Painted Turtle	CDE Western Painted Turtle	Not identified for school im	Priority Improvement Plan:	v	Document Review - Require	Yes, with CDE approval	The district has been appr	In Progress	-
6 🗌 88	CDE Test Distri	CDE Stegosaurus Primary S	CDE Stegosaurus Primary S	Not identified for school im	Improvement Plan	v	Document Review - Holistic	Yes, with CDE approval	The district has been appr	In Progress	•