# 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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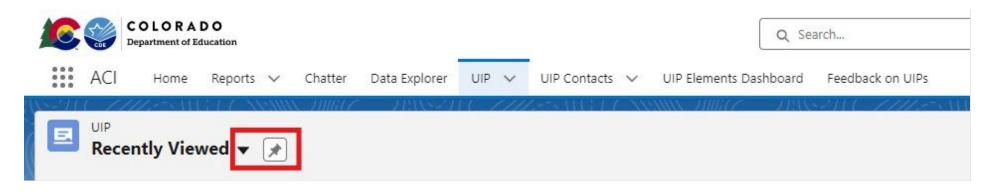


# Navigating to the Review Selection Process on the UIP Online System Step 1 – Log in and navigate to the UIP tab

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



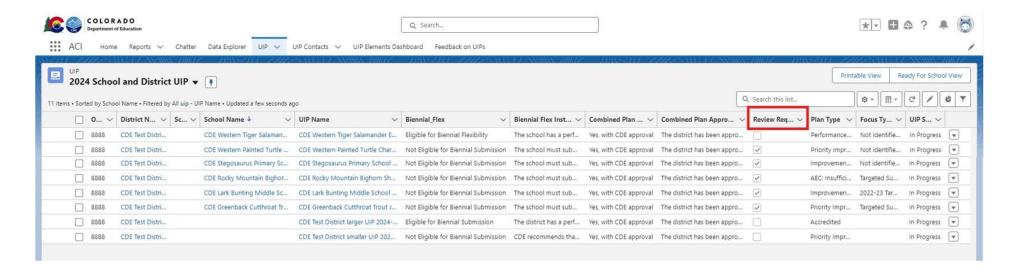
Once on the UIP tab, the "Recently Viewed" list shows by default. The user can use the caret icon next to the title of the list to change which list is displayed. Use the "Pin" feature to set a different list as the default for this tab.





# 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.

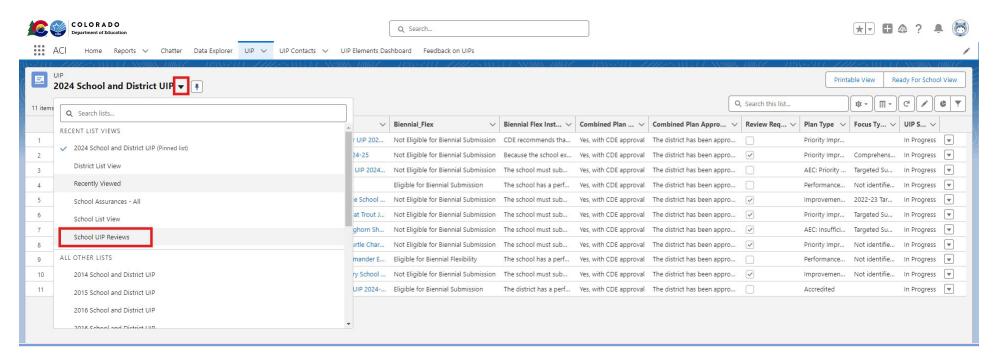




### Step 2 – Navigate to the School UIP Review list

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.

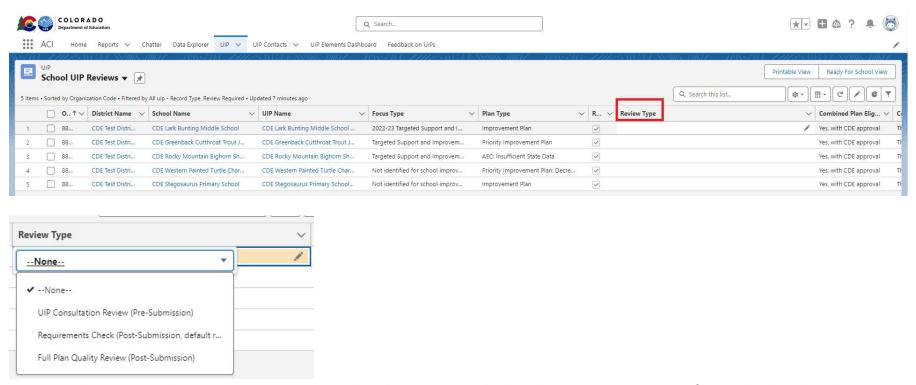




### **Step 3 – Selection of UIP Review Type**

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: CDE Reviews & Feedback Overview document.



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.

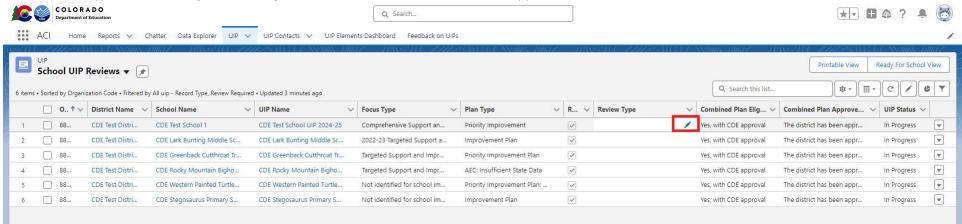
**UIP Review Selection for One Identified School Instructions** 

UIP Review Selection for Multiple Identified Schools Instructions

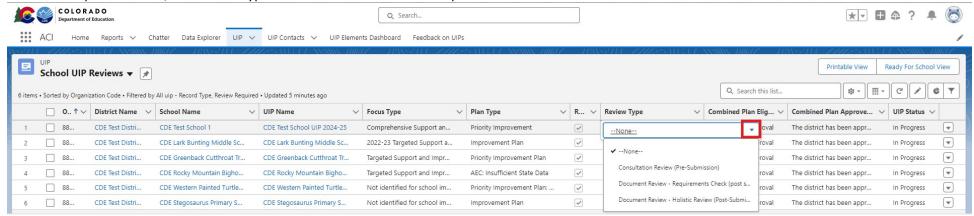


#### **UIP Review Selection for One Identified School**

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

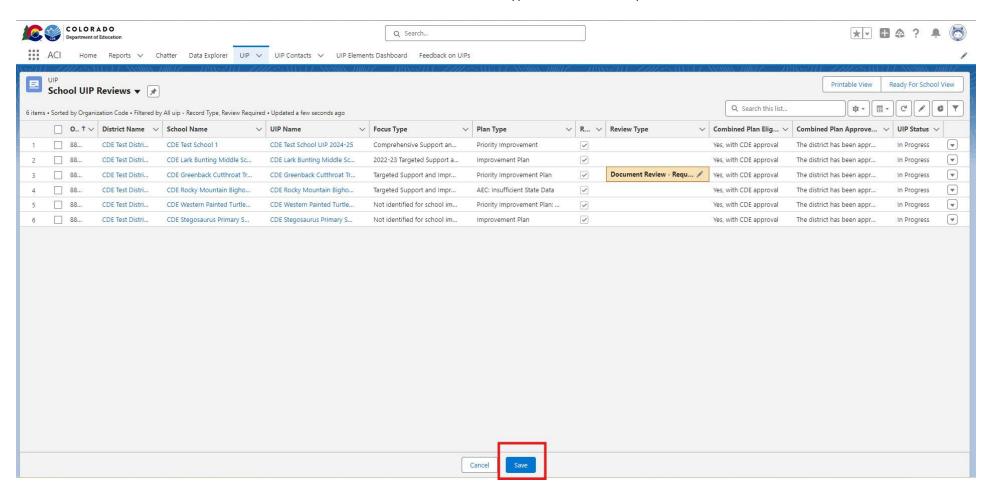


With the Dropdown Menu, select what type of review the CDE should complete for the individual school.





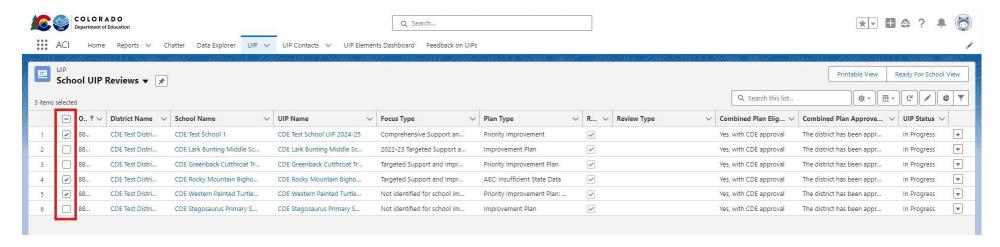
Once the type of review is selected for one school, the user may continue to make review selections for additional schools. Once the review type has been selected for all identified schools, the user must select Save to confirm the review type the CDE will complete.



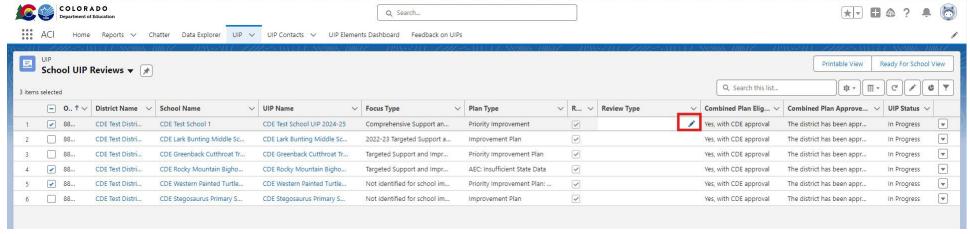


#### **UIP Review Selection for Multiple Identified Schools**

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.

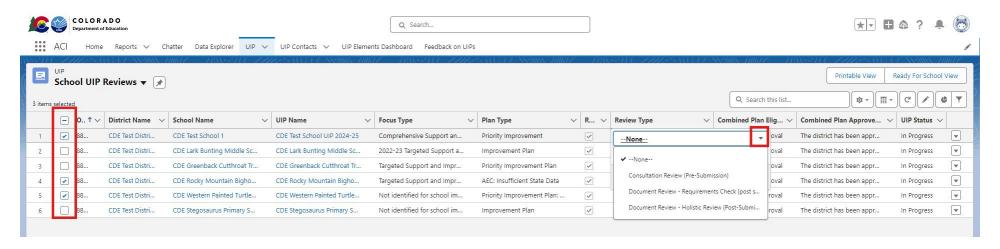


In the row of one of the selected schools, navigate to the right-hand side of the Review Type column for the Edit Pencil to appear. Select the Edit Pencil icon.

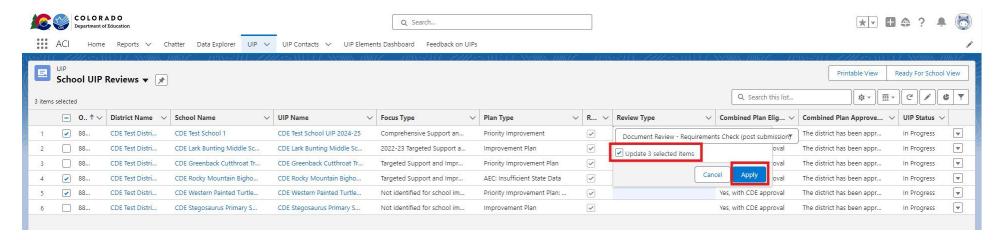




With the Dropdown Menu, select what type of review the CDE should complete for selected schools.

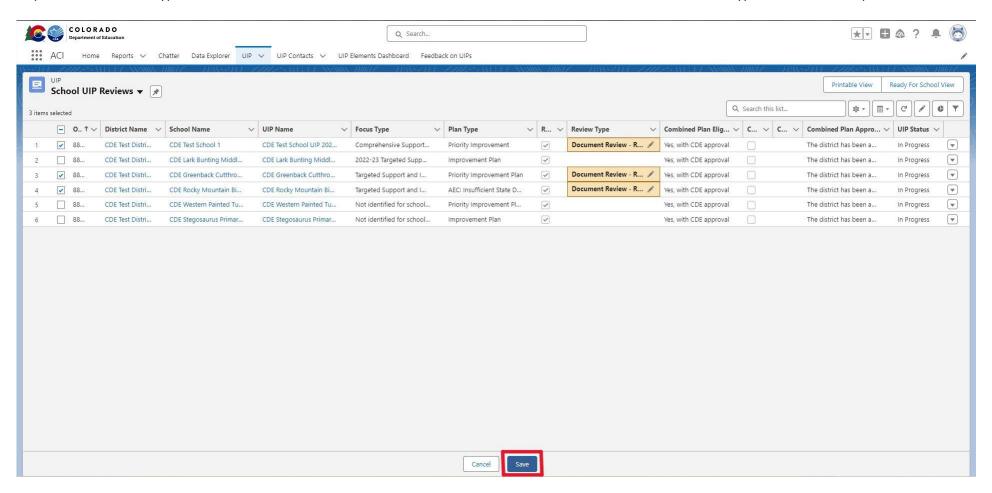


Once the review type is selected for the schools, click the "Update # selected items" checkbox. Then select the blue Apply button.





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.





### Step 4 – Final view of Review Type Decisions for Identified Schools

