Satisfying State Identified UIP Requirements

Stakeholder Engagement Planning Requirement

This document outlines the quality criteria to meet expectations in the UIP for **Stakeholder Engagement** and provides resources. For the quality criteria of all UIP requirements, visit the Unified Improvement Plan Quality Criteria.

Who: Schools with Improvement, Priority Improvement or Turnaround plan type

Note that LEAs must notify families in their schools with a Priority Improvement or Turnaround plan type, secure board approval of those sites' UIPs before public posting, and document compliance through UIP assurances.

UIP Quality Criteria for "Meeting Expectations" by UIP template tab:

Assurances

PI T	**Family Notification and Local Board Adoption**	**[School-level requirement]** • Written notice of the initial plan type was shared with families within 30 calendar days of identification. • The SAC met to provide input on the improvement plan prior to the public hearing. • A public hearing was held at least 30 calendar days after the date on which the district provided the written notice. • The local board reviewed and adopted the plan.

Annual Stakeholder Engagement – Process Expectations

- ☐ **Parent Notification Letter**
  For each school with a plan type of Priority Improvement or Turnaround, the district must notify the families in the school of the school's plan type, the reason for identification, ways to provide input into the school's plans (e.g., School Accountability Committee meeting) and notification of the local board's hearing prior to adopting the school's plan.
- ☐ **Board Approval of the UIP**
  Local school boards must approve the UIP before it is publicly posted on or by October 15th or January 15th (for Year 1 identified schools or if the site is participating in the Request to Reconsider process).
- ☐ **Online UIP Template**
  Use the Assurances to note completion of these requirements. If the UIP is due before the local board approval, include the date of the local board meeting when the UIP is adopted. Plans can be updated if modifications are needed.

Resource

The Parent Notification and Public Hearing Requirements Factsheet elaborates more on the process and includes a sample Parent Notification Letter in English and Spanish that could be used for both state and federal identification.