

Elevate Program Requirements & Responsibilities

Contact Information

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Overview

The Elevate Program is a voluntary state school improvement program for eligible designated schools. Utah Code Annotated (UCA) 53E-5-301 through 53E-5-306 and USBE Administrative Rule R277-920 establish the roles and responsibilities of local school boards, charter school authorizers, School Improvement Committees (SICs), Continuous Improvement Experts (CIEs), and the Utah State Board of Education (USBE) to ensure effective implementation, continuous improvement, progress monitoring, accountability, and targeted support.

This document provides a concise summary of the statutory and administrative requirements to assist participating schools and other stakeholders in understanding and fulfilling their responsibilities under the Elevate Program.

Utah State Board of Education (USBE)

Authority: [UCA 53E-5-302.1](#), [53E-5-305](#), [R277-920](#)

The USBE shall:

- Accept applications for schools to be designated as Elevate schools each year, except in years when Springboard schools are identified.
- Identify and maintain at least two USBE-approved CIEs from which participating schools may select.
- Review and approve or deny CIE proposals within 30 days of submission.
- Review and approve or deny each School Improvement Plan (SIP) within 30 days of submission.
- Provide technical assistance, implementation support, and oversight throughout the school improvement process.

Needs Assessment and Root Cause Analysis

Authority: [UCA 53E-5-302.1](#)

Each Elevate school shall:

- Complete the required comprehensive needs assessment and root cause analysis facilitated by the USBE.

- Use the results of the needs assessment to identify the underlying causes of low student group performance.
- Use the identified root causes to inform the development of the School Improvement Plan (SIP).

Local School Board / Charter School Authorizer Responsibilities

Authority: [UCA 53E-5-303](#) and [UCA 53E-5-304](#)

The local governing board or charter school authorizer shall:

- Establish a SIC.
- Prioritize district or charter resources to support implementation of the SIP.
- For district schools, grant the Elevate school streamlined authority over staffing, scheduling, policies, budget, and academic programs necessary to implement the SIP.
- Partner with the SIC to select a USBE-approved CIE.
- Submit the SIC's recommendation for CIE approval to the USBE.
- Enter into a single approved contract with the selected CIE that includes clearly defined outcomes and an approved scope of work.
- Support the CIE and school in addressing the root causes identified through the needs assessment.
- Support the development and implementation of the SIP.
- Annually report to the USBE on progress toward the SIP goals, benchmarks, and implementation timetable.
- Submit the SIP to the USBE for review and approval on or before July 1 of the initial remedial year.

School Improvement Committee (SIC)

Authority: [UCA 53E-5-303](#) and [UCA 53E-5-304](#)

The SIC shall:

- Partner with the CIE to develop and implement the SIP.
- Recommend a USBE-approved CIE to the local governing board or charter authorizer.
- Review the needs assessment findings and establish improvement priorities.
- Submit the SIP to the local school board or charter school governing board for approval on or before June 1 of the initial remedial year.
- Monitor implementation of the SIP.
- Participate in ongoing progress monitoring and continuous improvement activities.

School Improvement Committee Membership

District Schools

Authority: [UCA 53E-5-303](#)

The SIC shall consist of:

- One local school board member that represents the voting district in which the Elevate school is located.
- The school principal.
- Three parents of students enrolled in the Elevate school appointed by the chair of the School Community Council.
- One teacher appointed by the principal.
- One teacher appointed by the district superintendent.
- One school district administrator appointed by the district superintendent.

Charter Schools

Authority: [UCA 53E-5-304](#)

The SIC shall consist of:

- One member of the charter school's governing board.
- The school principal.
- Three parents appointed by the charter school governing board.
- Two teachers appointed by the principal.

Continuous Improvement Expert (CIE)

Authority: [UCA 53E-5-305](#)

The USBE is required to pre-approve CIE providers that have:

- A demonstrated, credible record of improving student academic achievement.
- Experience designing, implementing, and evaluating data-driven instructional systems.
- Experience coaching school leaders and teachers.
- Experience working with public education governance structures.
- Experience coordinating educational improvement services.
- Experience delivering high-quality professional learning.
- Be willing to serve participating schools throughout Utah.

CIE Proposal Review and Approval

Authority: [UCA 53E-5-303](#), [UCA 53E-5-304](#) and USBE Administrative Rule [R277-920](#)

The USBE is responsible for reviewing and approving each proposed contract and scope of work with a selected CIE to ensure compliance with the requirements of [UCA 53E-5-303](#), [UCA 53E-5-304](#) and USBE Administrative Rule [R277-920](#) before the contract is implemented. – (see Elevate Most Frequently Asked Questions for more information about the CIE approval process)

CIE Proposal Requirements

Each CIE proposal shall include:

- A strategy for addressing the root causes identified through the needs assessment.
- A detailed scope of work describing how the School Improvement Plan will be developed and implemented in partnership with the School Improvement Committee.
- Services supporting implementation of evidence-based strategies that respond to identified student needs.
- Capacity-building strategies designed to develop sustainable district and school improvement systems.
- Clearly defined outcomes, deliverables, timelines, and performance expectations.

CIE Responsibilities

Authority: [UCA 53E-5-303](#), [UCA 53E-5-304](#)

The CIE shall:

- Partner with the School Improvement Committee to develop and implement the School Improvement Plan.
- Monitor implementation through reliable evaluation methods, including site visits, observations, interviews, surveys, and analysis of student performance data.
- Provide ongoing implementation support and project management.
- Deliver high-quality, job-embedded professional learning designed to build:
 - Leadership capacity.
 - Instructional capacity.
 - Data-informed decision-making capacity.
- Coordinate supports with community partners, as appropriate.

School Improvement Plan (SIP)

Authority: [UCA 53E-5-303](#) and [UCA 53E-5-304](#)

The SIP shall:

- Address the root causes identified through the needs assessment.
- Include recommendations regarding changes to personnel, culture, curriculum, assessments, instructional practices, governance, leadership, finances, policies, and other areas necessary to improve student outcomes.
- Establish measurable student achievement goals, objectives, benchmarks, and implementation timelines.
- Include a professional learning plan addressing identified instructional needs.
- Include a detailed implementation budget.
- Include a progress monitoring plan.
- Include a communication plan describing how progress will be reported to stakeholders.
- Include an implementation timeline.

Exit Criteria

Authority: USBE Administrative Rule [R277-920](#), [Revised State Template for the Consolidated State Plan](#) (Utah ESSA Plan), and [Utah Accountability Technical Manual 2025-2026](#)

The Elevate school shall:

- Exit Elevate upon completion of four years participating in the implementation of a continuous improvement cycle, including working with the Elevate CIE, and
- Meet or exceed the exit criteria for TSI/ATSI student group under the state's ESSA plan

Funding

Authority: [UCA 53E-5-306](#) and USBE Administrative Rule [R277-920](#)

The USBE shall:

- (Subject to legislative appropriations) distribute at least \$375,000 one-time funds to each LEA governing board with an Elevate school through the Utah Grants System to carry out the provisions of UCA 53E-5-303 and UCA 53E-5-304.

Authority: [UCA 53E-5-303](#) and [UCA 53E-5-304](#), and USBE Administrative Rule [R277-920](#)

Elevate funds shall be used to implement the approved SIP. A portion of the one-time allocation shall be used to contract with a USBE-approved CIE, including reasonable travel costs. Remaining funds shall be used *only* for interventions identified in the approved SIP. The LEA is responsible for ensuring that all expenditures comply with applicable procurement laws, policies, and procedures, Utah Code, and USBE Administrative Rule. The USBE may review the use of program funds and CIE contracts to verify compliance.

Reporting Requirements

Authority: UCA 53E-5-303 and UCA 53E-5-304

The local governing board or its designee shall annually report to the USBE regarding:

- Progress toward School Improvement Plan goals.
- Progress toward established benchmarks.
- Progress toward implementation timelines.

Prohibitions

Authority: UCA 53E-5-303 and UCA 53E-5-304

A local school board may not select as a Continuous Improvement Expert:

- The school district.
- An employee of the school district.

A charter school governing board may not select as a Continuous Improvement Expert:

- A member of the charter school governing board.
- An employee of the charter school.
- An individual or entity under contract to operate the charter school.

Important Statutory Deadlines

Deadline	Requirement	Authority
Annual (except Springboard designation year)	USBE accepts Elevate applications	UCA 53E-5-302.1
Within 30 days	USBE reviews CIE proposal	UCA 53E-5-305
On or before June 1	SIC submits the SIP to the local governing board	UCA 53E-5-303 / 304
On or before July 1	Local governing board submits the approved SIP to the USBE	UCA 53E-5-303 / 304
Within 30 days	USBE reviews School Improvement Plan	UCA 53E-5-305