

Center for Educational Performance and Information (CEPI)

*Michigan Education Information System
(MEIS)*

Educator Effectiveness Appeals within the Registry of Educational Personnel (REP)

Questions?

Email: CEPI@michigan.gov

Phone: 517-335-0505 x3



Public Act 173 of 2015, the new Michigan educator evaluation law, links teacher certificate renewal and progression to your evaluation data for the most recent five-year period.

Because certification is now tied to the evaluation labels submitted by districts and public school academies (PSAs) to the state within the REP application, teachers will be able to view the effectiveness labels reported by their district to the state within their Michigan Online Educator Certification System (MOECS) account beginning in August 2016.

As an authorized user of the REP application, you may have teachers that find they would like to appeal the Educator Effectiveness ratings from a previous school year as they review the submissions in the MOECS system. In order for appeals to be made to the Educator Effectiveness ratings, you will need to follow the instructions below to perform the updates as needed.

You will only be able to update Educator Effectiveness ratings originally submitted by your district. If an employee of your district needs to appeal effectiveness ratings from a previous district, they will need to contact that district, and their REP authorized user can submit the appealed rating.

At this time, appeals may be made to the last five years of Educator Effectiveness ratings. Educator Effectiveness ratings reported in years prior to that, will not be able to be appealed.

Updating an Educator Effectiveness Label

Login to the REP:

The screenshot shows the login interface for the Michigan Online Educator Certification System (MOECS). At the top, there is a navigation bar with the Center for Educational Performance & Information logo and the Michigan.gov website address. Below this, there are links for 'CEPI Home', 'FAQ', 'User's Guide', 'Teacher Verification', and 'Contact CEPI'. The main content area is titled 'Educational Personnel' and includes a 'MEIS Login' form. The form has two input fields: 'User Name' and 'Password', followed by a 'Log In' button. A link for 'Forgot your username or password?' is located below the form. A blue arrow points from the 'User Name' field to the 'MEIS Login' title.

In the main menu select the Personnel Search option:

Welcome to the Registry of Educational Personnel

No Entity Selected

Set/Change Entity:

[Go to Nonpublic School Personnel Report](#)

Data Submission

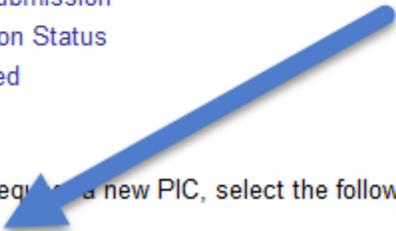
To submit and update personnel data, select from the following functions:

- [Online Single Submission](#)
- [Bulk Upload File Submission](#)
- [Bulk File Submission Status](#)
- [Personnel Submitted](#)

Personnel Search

To search for a PIC or to request a new PIC, select the following function:

- [Personnel Search](#)



Enter the employee information and click search. If you know your employee's PIC number, this will be the most effective way to search. When searching by PIC you will only receive one result. If you search by core information (First/Last Name, DOB and SSN) you will need to confirm the employee you are looking for within the search results.

REP | Personnel Search

Search for a PIC

Please enter the search criteria below. Click the **Search** button to perform a search and the **Clear** button to reset the form.

Social Security Number <small>xxxxyzzzz</small>	<input type="text"/>
Credential License Number	<input type="text"/>
Last Name	<input type="text" value="Smith"/> ×
First Name	<input type="text" value="John"/>
PIC	<input type="text"/>
Date of Birth <small>mm/dd/yyyy</small>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Gender	<input type="text" value="Either"/> ▼

[Clear Form](#)

Review the returned search results, once you locate your employee, click on the “Update” button.

<< Previous		Go To Page <input type="text" value="1"/> of 1 [GO]					Next >>	
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z (ALL)								
PIC	Last Name	First Name	Middle Name	Date of Birth	Gender	SSN	Credential(s)	Educator Effectiveness
<input type="text" value="PIC #"/>	SMITH	JOHN		<input type="text" value="MM/DD/YYYY"/>	M	<input type="text" value="XXX-XX-XXXX"/>	<input type="text" value="Cred. License #"/>	<input type="button" value="Update"/>
<< Previous		Page 1 of 1					Next >>	

After you click “Update” you will be taken to a new screen providing a five-year history of Educator Effectiveness ratings for the employee. Remember, you will only be able to submit appealed effectiveness ratings previously certified by your district.

If you select an employee that has not been submitted by your district, you will see receive a message that you do not have access to the district, or there is no data to display.

Selected Educator: SMITH, JOHN

Note: Based on the PIC submitted, you do not have proper security access to the district level data, or there is no data to display.

For school year 2010-2011 you may or may not see a rating. Submission of ratings for this school year were optional. If no ratings were reported, you will see the message “No Ratings Present”, and districts may enter the appropriate rating for the educator. If a rating was reported, districts can submit the appealed effectiveness rating.

If a school year is not present in the display, the employee was submitted with an assignment code that did not require effectiveness ratings for that school year. No additions may be made to report new effectiveness ratings for the applicable school year.

Selected Educator: SMITH, JOHN (PIC #)

Note: Updates can only be made to the previous 5 years of data.

School Year 2015 - 2016

District	(17) Type of Credential	Assignment Codes	
Submitting School District	41	000NR	
(20) Educator Effectiveness	Current: 01 - Highly Effective		
	Change To: <input type="text" value="Select a value"/>		

The current Educator Effectiveness rating is displayed for the submitted assignment codes

School Year 2014 - 2015

District	(17) Type of Credential	Assignment Codes	Previous Educator Effectiveness Ratings
Submitting School District	41	000NR	
(20) Educator Effectiveness	Current: 01 - Highly Effective		
	Change To: <input type="text" value="Select a value"/>		

School Year 2013 - 2014

District	(17) Type of Credential	Assignment Codes	Previous Educator Effectiveness Ratings
Submitting School District	41	000NR	
(20) Educator Effectiveness	Current: 01 - Highly Effective		
	Change To: <input type="text" value="Select a value"/>		

Locate the School Year the educator has an appealed rating for, and select the drop-down menu. Select the effectiveness rating the employee received in the appeal.

Note: Updates can only be made to the previous 5 years of data.

School Year 2015 - 2016

District	(17) Type of Credential	Assignment Codes	Previous Educator Effectiveness Ratings
Submitting School District	41	000NR	
(20) Educator Effectiveness	Current: 01 - Highly Effective		
	Change To: <input type="text" value="Select a value"/>		

- Select a value
- 01 - Highly Effective
- 02 - Effective
- 03 - Ineffective
- 08 - Minimally Effective

If there are multiple School Years that need updating, you can perform all updates, then click “Save” at the bottom of the screen.

Change To:

School Year 2010 - 2011

District	(17) Type of Credential	Assignment Codes	Previous Educator Effectiveness Ratings
<input type="text" value="Submitting School District"/>	41	000NH	
(20) Educator Effectiveness	Current: No Rating Present		
	Change To: <input type="text" value="Select a value"/>		

After you save the appealed ratings, you will see the updates reflected in the data.

Note: Updates ca...

You should now see the updated Effectiveness rating.
The previous rating history will appear here.

School Year 2015 - 2016

District	(17) Type of Credential	Assignment Codes	Previous Educator Effectiveness Ratings
<input type="text" value="Submitting School District"/>	41	000NR	01 on 6/28/2016
(20) Educator Effectiveness	Current: 02 - Effective		
	Change To: <input type="text" value="Select a value"/>		

Review the changes to ensure all appealed ratings were accurately submitted. If you have additional employees to submit effectiveness appeals for, click the “Back” button to return to the Personnel Search menu.

Additional Information

For school year 2010-2011 you may or may not see a rating. Submission of ratings for this school year were optional. If no ratings were reported, you will see the message “No Ratings Present”, and districts may enter the appropriate rating for the educator. If a rating was reported, districts can submit the appealed effectiveness rating.

If a school year is not present in the display, the employee was submitted with an assignment code that did not require effectiveness ratings for that school year. No additions may be made to report new effectiveness ratings for the applicable school year.