



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

RICK SNYDER  
GOVERNOR

BRIAN J. WHISTON  
STATE SUPERINTENDENT

**MEMORANDUM**

**DATE:** August 17, 2017

**TO:** Local and Intermediate School District Superintendents  
Public School Academy Directors

**FROM:** Venessa A. Keesler, Ph.D., Deputy Superintendent *V. Keesler*  
Division of Educator, Student, and School Supports

**SUBJECT:** Educator Effectiveness Ratings Data Appeals Information

The purpose of this communication is to prepare intermediate school districts (ISDs), local education agencies (LEAs), and public school academies (PSAs) for the upcoming corrections window for the five most recent years of educator evaluation data submitted and certified by districts in the Registry of Educational Personnel (REP).

Public Act 173 of 2015 links teacher certification progressions to educator evaluation data for the most recent five-year period. To ensure that educators have accurate data considered in their certification process, an appeals window that encompasses the last five years of educator evaluation data in the REP will open from **September 1<sup>st</sup> to December 1<sup>st</sup>, 2017**. The window will allow a district's authorized REP user to submit appealed educator effectiveness ratings within the REP application.

Intermediate school districts, LEAs, and PSAs should work with educators to identify individual cases where educator effectiveness ratings may have been keyed incorrectly. Districts will also need to review the overall data quality of their past educator evaluation submissions to the REP and ensure that current and future REP submissions are accurate at the time of entry. This includes confirming that each educator is given the correct assignment code and is accurately represented as instructional or non-instructional. Evaluation data attached to codes designated non-instructional are not viewable in the Michigan Online Certification System (MOECS).

**STATE BOARD OF EDUCATION**

CASANDRA E. ULBRICH – CO-PRESIDENT • RICHARD ZEILE – CO-PRESIDENT  
MICHELLE FECTEAU – SECRETARY • TOM MCMILLIN – TREASURER  
NIKKI SNYDER – NASBE DELEGATE • PAMELA PUGH  
LUPE RAMOS-MONTIGNY • EILEEN LAPPIN WEISER

608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909  
[www.michigan.gov/mde](http://www.michigan.gov/mde) • 517-373-3324

Below are important steps for districts to ensure data quality as they prepare for the corrections window.

- ✓ Identify the individuals currently responsible for REP submissions and ensure they receive all relevant Michigan Department of Education and Center for Educational Performance Information (CEPI) communications.
- ✓ Conduct an internal audit of the educator evaluation data in the REP for the past five years to identify systematic or isolated data problems.
- ✓ Utilize a local communication plan to ensure that educators are informed about the corrections window.
- ✓ Ensure that all teachers assigned to instructional roles in the district know about the need to check their own effectiveness ratings in MOECS.
- ✓ Follow a developed protocol for working with educators who feel there is an error in their evaluation data.
- ✓ Refer to the following link for full instructions on how to submit a correction within the REP: [http://www.michigan.gov/documents/cepi/EdEffectiveness-Appeals\\_530509\\_7.pdf](http://www.michigan.gov/documents/cepi/EdEffectiveness-Appeals_530509_7.pdf)

For additional information on educator evaluations, see [www.michigan.gov/mde-edevals](http://www.michigan.gov/mde-edevals) or send questions to [MDE-EdEvals@michigan.gov](mailto:MDE-EdEvals@michigan.gov).

cc: Michigan Education Alliance