



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

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GOVERNOR

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INTERIM STATE SUPERINTENDENT

**MEMORANDUM**

**DATE:** August 30, 2018

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

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

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

An Educator Effectiveness Ratings Data Appeals window will be opening this year from **September 1<sup>st</sup> to December 1<sup>st</sup>, 2018**.

Public Act 173 of 2015 links teacher certification progressions to educator evaluation data for the most recent five-year period. In alignment with Goal 3 of the Top 10 in 10 Goals and Strategies, it is important to ensure that educators have accurate data considered in their certification process. The Data Appeals Window will allow authorized personnel from intermediate school districts (ISDs), local education agencies (LEAs), and public-school academies (PSAs) to make updates to inaccurate ratings from the five most recent years in the Registry of Educational Personnel (REP).

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). Assignment codes are not able to be changed for past years during the window.

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

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- ✓ Identify the individuals currently responsible for REP submissions and ensure they receive all relevant Michigan Department of Education (MDE) 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)

There will be three one-hour webinars offered to administrators, teachers, and authorized REP users from local school districts. Each webinar will be identical in content and will provide pertinent information relating to Educator Effectiveness Ratings and the September 1 to December 1 Data Appeals Window. Each webinar is limited to 95 participants. Only registered participants will be able to access the webinar. To register, please go to the appropriate link below and fill out the form. The webinars are scheduled for the following dates and times:

- Thursday, September 13<sup>th</sup> at 9:00 a.m.
  - Register at [https://mde.qualtrics.com/jfe/form/SV\\_3K3gghVzSjq9P3T](https://mde.qualtrics.com/jfe/form/SV_3K3gghVzSjq9P3T)
- Wednesday, September 19<sup>th</sup> at 4:00 p.m.
  - Register at [https://mde.qualtrics.com/jfe/form/SV\\_4lzfZKedcJeXoqx](https://mde.qualtrics.com/jfe/form/SV_4lzfZKedcJeXoqx)
- Tuesday, September 25<sup>th</sup> at 4:00 p.m.
  - Register at [https://mde.qualtrics.com/jfe/form/SV\\_5AsbnsUgk2tpFdz](https://mde.qualtrics.com/jfe/form/SV_5AsbnsUgk2tpFdz)

Registration closes at noon, the day before the webinar. Those who have registered will receive an email with the meeting URL the day before the event.

Additional resources relating to the Data Appeals Window, including last year's webinar can be located on the MDE website at:  
[https://www.michigan.gov/mde/0,4615,7-140-5683\\_75438\\_78525-398427--,00.html](https://www.michigan.gov/mde/0,4615,7-140-5683_75438_78525-398427--,00.html)

For more information regarding educator evaluations, visit [www.michigan.gov/mde-evals](http://www.michigan.gov/mde-evals) or send questions to [MDE-EdEvals@michigan.gov](mailto:MDE-EdEvals@michigan.gov).

cc: Michigan Education Alliance