



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING


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**MEMORANDUM**

**DATE:** June 2, 2016

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

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

**SUBJECT:** Educator Evaluation Data Appeals Information

The purpose of this communication is to prepare districts and public school academies (PSAs) for the upcoming appeals window for the five most recent years of educator evaluation data submitted and certified by districts and PSAs in the Registry of Educational Personnel (REP). This memo provides relevant timelines and practical steps that districts and PSAs should take to be ready for the appeals window.

**The Need for the Appeals Window**

Public Act 173 of 2015, the new Michigan educator evaluation law, links teacher certification renewal and progression to evaluation data for the most recent five-year period. The MDE relies on evaluation outcomes as reported in the REP. From conversations with teachers, districts, and public school academies (PSAs), we know that some of this data contains errors or inaccuracies.

Educators deserve to have accurate data considered in their certification process. Because of this, the Center for Educational Performance and Information (CEPI) has agreed to open an appeals window that encompasses the last five years of educator evaluation data in the Registry of Educational Personnel (REP). This appeals window will be open from **September 1<sup>st</sup> to December 1<sup>st</sup>, 2016**.

**Districts and PSAs are Responsible for Appeals**

Districts and PSAs will be responsible for submitting data appeals in the REP. In order to identify necessary modifications to evaluation data, districts and PSAs will 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

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accurate at the time of entry. They should also work with teachers to identify individual cases where evaluation data may have been incorrectly keyed.

### **Some Important Dates to Know**

- **Starting August 19, 2016:** Educators' evaluation data for the past five years will be available for them to view in the Michigan Online Educator Certification System (MOECS).
- **August 20, 2016:** An email will be distributed to educators notifying them that educator evaluation data are available in MOECS.
- **September 1-December 1, 2016:** Districts and PSAs can submit evaluation appeals in the REP for any evaluation outcomes submitted for any of the past five years.
- Corrected data will appear in MOECs as data appeals are processed by the state. You should continue to monitor your data to ensure it appears correctly by the end of the appeals window.

### **What Districts and PSAs Need to Do to Prepare for the Appeals Window**

- ✓ Identify the individuals currently responsible for REP submissions and ensure they receive all relevant Michigan Department of Education and CEPI communications.
- ✓ Conduct an internal audit of the REP teacher evaluation data for the past five years to identify systematic or isolated data problems.
- ✓ Develop a local communication plan to ensure that principals and teachers are informed about the appeals window.
- ✓ Send this pdf "[For All Michigan Teachers: Action Required to Ensure Your State Evaluation Data is Accurate for Certificate Progression and Renewal](#)" to each teacher in your district/PSA.
- ✓ Ensure that all teachers in the district/PSA know about the need to check their own evaluation data in MOECS starting August 19.
- ✓ Develop a protocol for working with teachers who feel there is an error in their evaluation data.
- ✓ Look for updated guidance from CEPI and MDE related to the autumn appeals window.

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