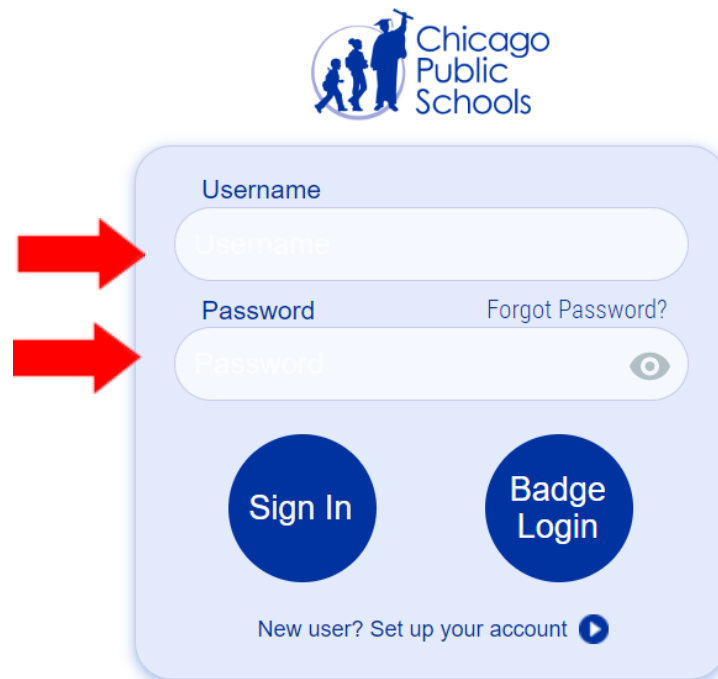


## Reflect and Learn System: Appeal Process User Guide - Educator Steps

The purpose of this document is to instruct Educators on how to use the Reflect and Learn System (RLS) to submit an Appeal.

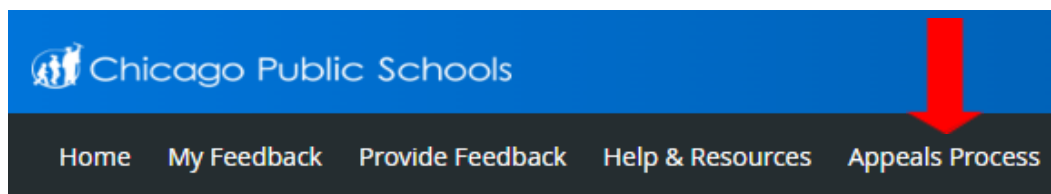
### Step 1: Log in to RLS

- Open a Google Chrome browser.
- Log in to RLS using the following URL: <https://reflectandlearn.cps.edu>.
- Enter your unique CPS Username and Password.



Please note that your use of the CPS network and computer equipment/resources is not private and may be monitored for appropriate use. For further information, please refer to the CPS Acceptable Use Policy for students and employees.

### Step 2: From the RLS homepage, select the Appeals Process tab

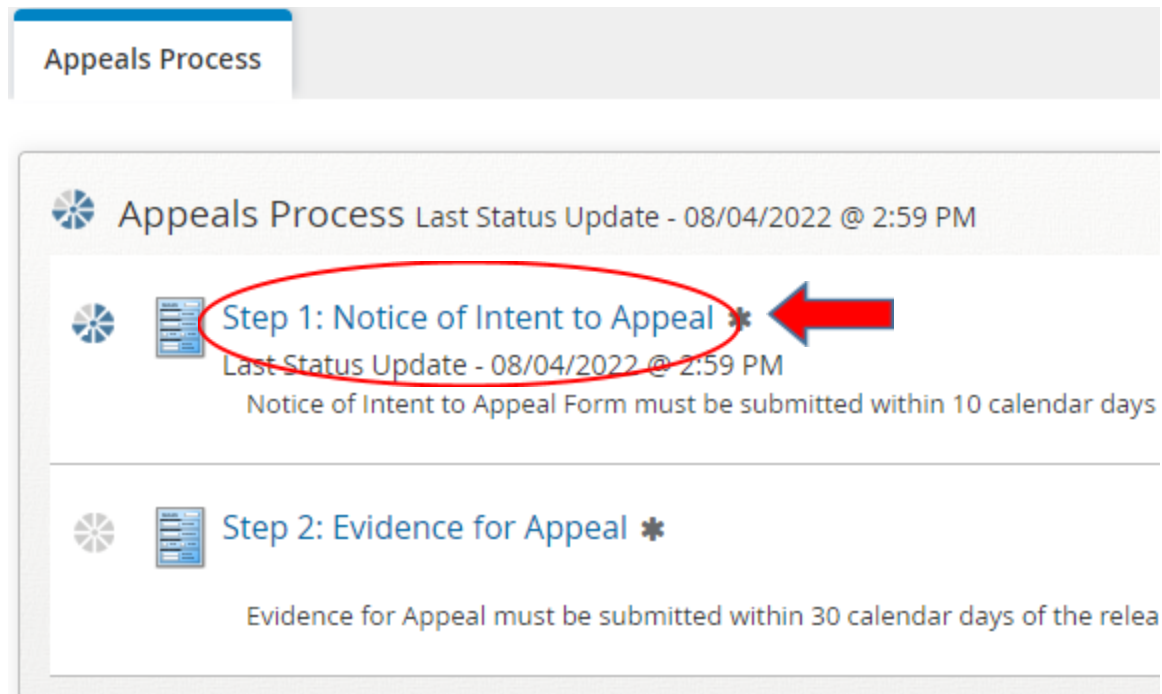


- Click “2022-2023 Appeals Process” under the “Current Appeals” tab.



### Step 3: Submit the Notice of Intent to Appeal

*Notice of Intent to Appeal form must be submitted within 10 calendar days of the release of the summary report data.*



- Click the Edit button.

<< Back    Print Forms ▾

### Step 1: Notice of Intent to Appeal for Teacher10, Test

**Intent to Appeal Form**

This Notice of Intent to Appeal Form must be submitted within 10 calendar days

Complete the information below, then click Mark Complete.

**Edit** ←

- Enter information in the various fields.
- The fields marked with an asterisk (\*) are mandatory.

Educator Name    Teacher15, Test

Employee ID

\* School/Site

Email    noreply@pl.powerschool.com

Phone Number   
\* (where we can contact you)

Home Address   
\* (where we can contact you)

**\* Evidence doesn't match scoring**  
*Example: My lesson plans include standards, are grade appropriate and structured to support learning objectives;*

**Missing evidence, evidence not considered, or conferences did not allow time for teachers to contribute**  
*Example: I used questions and prompts to evaluate learning at various times during the observation but these ass component 3d, Using Assessment in Instruction.*

**Ratings are based on observation notes that reflect bias, subjectivity, or interpretation**  
*Example: Observation notes state "the teacher needs to use best practices". Teacher is given a score of 2 on comp justification.*

**Student particularities and/or classroom needs were not addressed by evaluator**  
*Example: In the pre-conference, I explained to the evaluator that the plan for Shawn, a student with an IEP, is to all on component 2b, Establishing a Culture for Learning, based on Shawn's non-participation in a group activity.*

**Evaluator is biased**  
*Be sure to mention the specific incidents(s) in the observation that was (were) misinterpreted? What exceptional ci*

**Data integrity or data analysis issues with student growth**

**Other**  
*If Other please provide example below.*

- Once completed, click “Save & Exit”.

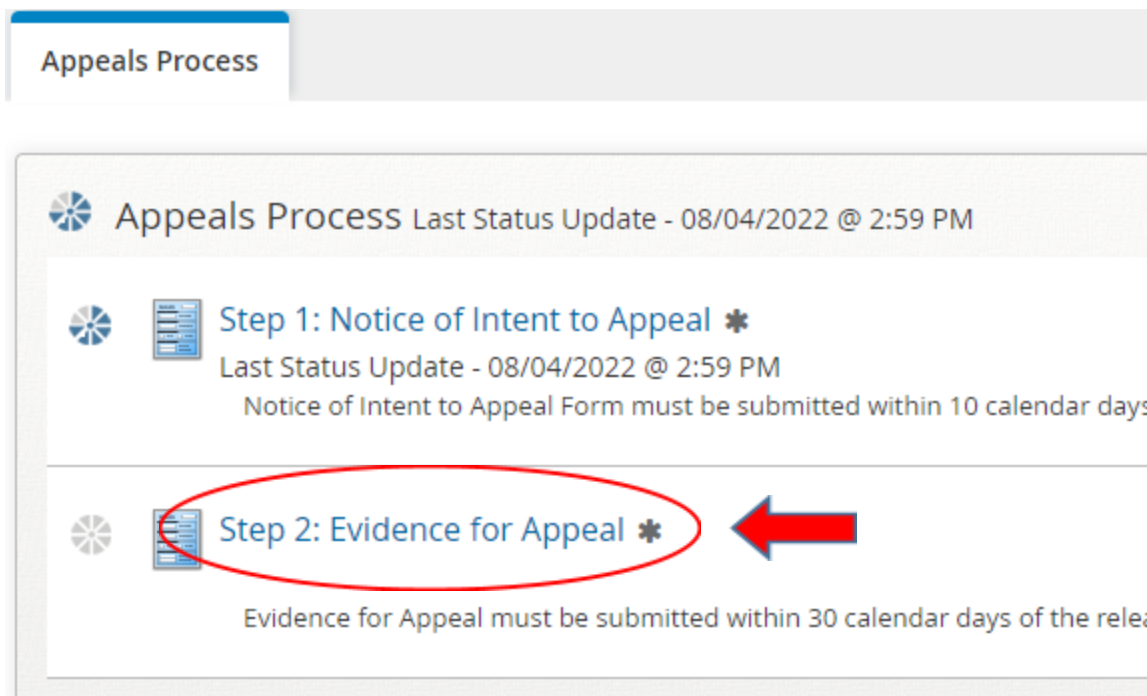


- Select the back button to review the next step in the process.

#### Step 4: Submit the Evidence for Appeal

*Evidence for Appeal must be submitted within 30 calendar days of the release of the summary report data.*

- Click on “Step 2: Evidence for Appeal” under the “Appeals Process” tab.



- Select the “New” button on both containers and enter information in the applicable fields.



**N** New Evidence for Appeal Form

If the Appeals Committee does not have sufficient evidence to make a determination the Appeals Committee will make a determination on whether to conduct a formal o



**N** New Evidence Chart

Click "New" to fill in the evidence chart.  
For more than one entry, click "New" again. To Edit an existing entry, click "Edit"  
Attach the relevant evidence. If the basis for appeal applies to multiple observations |

- Enter information in the various fields.
- The fields marked with an asterisk (\*) are mandatory.

**Category** \*

Student Growth

Classroom observation scores

Both

*Check to indicate what is being appealed and complete the information requested. (at least one required)*

**Which student growth measure is in question?** (required if you checked "Student Growth Scores" above)

--Select One--

**Provide a one paragraph summary of the basis or bases for your appeal. Use the categories on the Notice to Appeal form as a guide** \*

• Evidence doesn't match scoring

• Missing evidence, evidence not considered, or conferences did not allow time for teachers to contribute

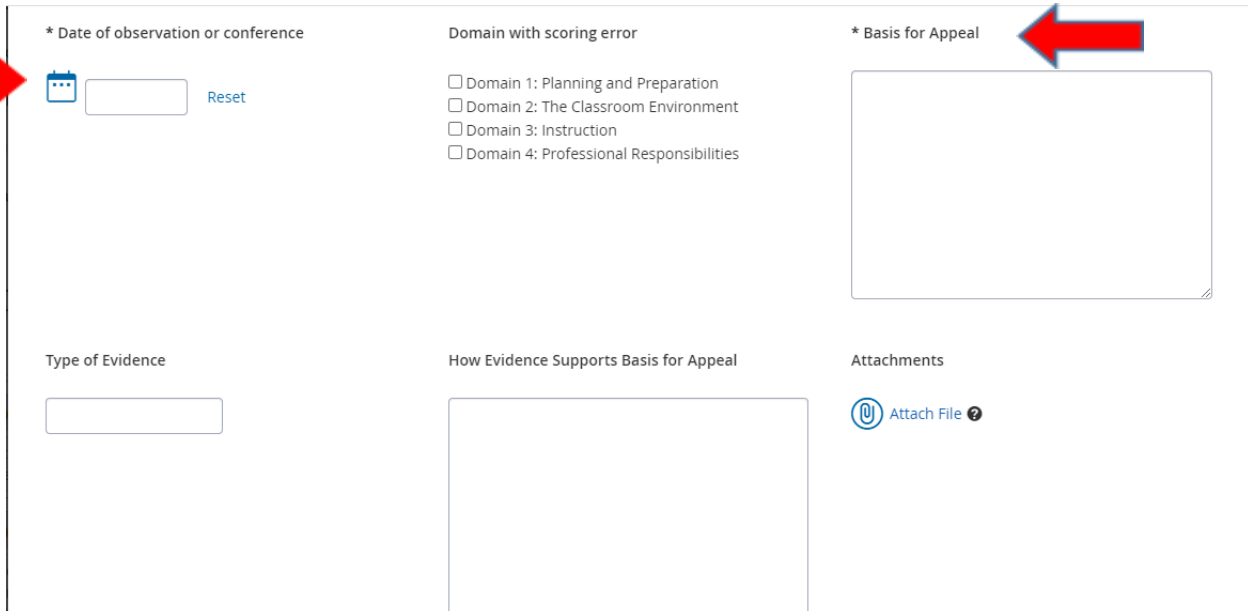
• Ratings are based on observation notes that reflect bias, subjectivity, or interpretation

• Student particularities and/or classroom needs were not addressed by evaluator

• Evaluator is biased

• Other

\* Required Fields



\* Date of observation or conference  [Reset](#)

Domain with scoring error

- Domain 1: Planning and Preparation
- Domain 2: The Classroom Environment
- Domain 3: Instruction
- Domain 4: Professional Responsibilities

\* Basis for Appeal

Type of Evidence

How Evidence Supports Basis for Appeal

Attachments [Attach File](#)

- Once completed, click "Save & Exit".



**For additional assistance:**

For questions regarding the status of your appeal, please send an email to [Performanceimprovement@cps.edu](mailto:Performanceimprovement@cps.edu).

**END OF DOCUMENT**