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.

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

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• 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.

Enter information in the various fields.

The fields marked with an asterisk (*) are mandatory.
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.
Enter information in the various fields.
The fields marked with an asterisk (*) are mandatory.
Once completed, click “Save & Exit”.

For additional assistance:
For questions regarding the status of your appeal, please send an email to Performanceimprovement@cps.edu.

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