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

- Click “2023-2024" 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.

Educator Name: Teacher10, Test
Employee ID:
+ School/Site: [Enter value]
Email: nontyp@pi.powerschool.com
Phone Number: [Enter value]
Home Address: [Enter value]

In general, how would you characterize the assistant appeal? (at least one required)
- 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 aren't component by. 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.
- 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 add 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 in
- 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.
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.