Center for Educational Performance and Information

Educator Effectiveness Appeals within the Registry of Educational Personnel (REP)

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Questions:
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Contents

Introduction

Public Act 173 of 2015, the Michigan educator evaluation law, links teacher certificate renewal and progression to your evaluation data for the most recent five-year period. For additional policy perspective on educator evaluations visit MDE's "Educator Evaluations" web page.

Because educator certification is tied to the evaluation labels submitted by districts and public school academies (PSAs) to the state within the REP application, teachers will be able to view the effectiveness labels reported by their district to the state within their Michigan Online Educator Certification System (MOECS) account.

As an authorized user of the REP application, you may have teachers that find they would like to appeal the Educator Effectiveness ratings from a previous school year as they review the submissions in the MOECS system. In order for appeals to be made to the Educator Effectiveness ratings, you will need to follow the instructions below to perform the updates as needed. To find additional policy guidance on Educator Effectiveness Appeals visit MDE's "Educator Effectiveness Label Data Appeals Resources" web page.

You will only be able to update Educator Effectiveness ratings originally submitted by your district. If an employee of your district needs to appeal effectiveness ratings from a previous district, they will need to contact that district, and their REP authorized user can submit the appealed rating.

Appeals may be submitted for the last five years of Educator Effectiveness ratings. Educator Effectiveness ratings reported in years prior to that, will not be able to be appealed.

Updating an Educator Effectiveness Label

1. Login to the REP:

Go to the CEPI website. Click on "CEPI Applications," then click on "Registry of Educational Personnel," and then click on "Go to REP."

Registry of Educational Personnel (REP)

Data submitted by school districts via the Registry of Educational Personnel (REP) are used to produce reports for the U.S. Department of Education and for the state of Michigan regarding school personnel. Additionally, REP data are provided to the Michigan Department of Education (MDE) for MDE's teacher certification audit.

(Nonpublic schools submit their personnel data in the Nonpublic School Personnel Report).

- REP Security Form
- Deadlines: REP data are due to CEPI on June 30 and the first business day in December.
  - See the CEPI Calendar Page for our master calendar of deadlines and collection dates.

Go to REP

You may alternately, go directly to the MILogin For Third Party login page.

2. In the main menu select the Personnel Search option:

Welcome to the Registry of Educational Personnel

No Entity Selected

Set/Change Entity: [   ] [Set]

Go to Nonpublic School Personnel Report

Data Submission
To submit and update personnel data, select from the following functions:
- Online Single Submission
- Bulk Upload File Submission
- Bulk File Submission Status
- Personnel Submitted

Personnel Search
To search for a PIC or to request a new PIC, select the following function:
- Personnel Search

3. Enter the employee information and click search. If you know your employee's PIC number, this will be the most effective way to search. When searching by PIC you will only receive one result. If you search by core information (First/Last Name, DOB and SSN) you will need to confirm the employee you are looking for within the search results.

4. Review the returned search results, once you locate your employee, click on the "Update" button.

5. After you click "Update" you will be taken to a new screen providing a five-year history of Educator Effectiveness ratings for the employee. Remember, you will only be able to submit appealed effectiveness ratings previously certified by your district.
   a. If you select an employee that has not been submitted by your district, you will see receive a message that you do not have access to the district, or there is no data to display.

*For school year 2010-2011 you may or may not see a rating. Submission of ratings for this school year were optional. If no ratings were reported, you will see the message "No Ratings Present". If a rating was reported, districts can submit the appealed effectiveness rating.

*For school year 2019-2020 Section IV (8) of Executive Order 2020-65 waived performance evaluation requirements for many teachers. Districts were not required to submit labels for exempt employees. Within the REP system, you will see a label of "Code 11- No Eval Emergency Order", which will display as "Effective" within MOECS. It is important to note, a "No Eval Emergency Order" label does not negatively affect licensure. For more information about the "No Eval Emergency Order" label, please refer to this Frequently Asked Questions document.

*If a school year is not present in the display, the employee was submitted with an assignment code that did not require effectiveness ratings for that school year. No additions may be made to report new effectiveness ratings for the applicable school year.
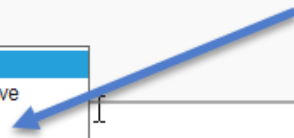
6. Locate the School Year the educator has an appealed rating for and select the drop-down menu. Select the effectiveness rating the employee received in the appeal.
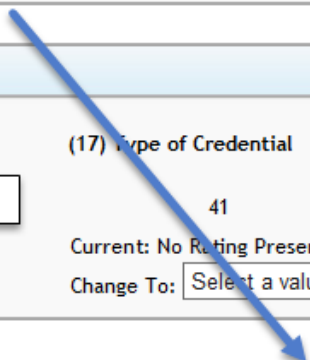

7. If there are multiple School Years that need updating, you can perform all updates, then click "Save" at the bottom of the screen.

8. After you save the appealed ratings, you will see the updates reflected in the data.

9. Review the changes to ensure all appealed ratings were accurately submitted. If you have additional employees to submit effectiveness appeals for, click the "Back" button to return to the Personnel Search menu.

Educator Effectiveness Summary

When the Educator Effectiveness Appeals window is not open, the Educatory Effectiveness Summary remains available as view-only. This summary can be used provide a summary report upon request of an educator, who may not have access to the ratings within the MOECS system.

The "Update" button will show as "Details".

Additional Information

For school year 2010-2011 you may or may not see a rating, as ratings were optional. If no ratings were reported, you will see the message "No Ratings Present", and districts may enter the appropriate rating for the educator. If a rating was reported, districts can submit the appealed effectiveness rating.

For school year 2019-2020 Section IV (8) of Executive Order 2020-65 waived performance evaluation requirements for many teachers. Districts were not required to submit labels for exempt employees. Within the REP system, you will see a label of "Code 11- No Eval Emergency Order", which will display as "Effective" within MOECS. It is important to note, a "No Eval Emergency Order" label does not negatively affect licensure. For more information about the "No Eval Emergency Order" label, please refer to this Frequently Asked Questions document.

If a school year is not present in the display, the employee was submitted with an assignment code that did not require effectiveness ratings for that school year. No additions may be made to report new effectiveness ratings for the applicable school year.

If the eduator's PIC associated with the MOECS account, is not the same PIC as reported in the REP collection, the data will not display. Please verify the PIC is

aligned across systems. If there are different PICs, please contact CEPI customer support at cepi@michigan.gov. For security reasons, do not email Social Security Numbers or other personally identifiable information to CEPI, please only provide the PIC number, and your contact information.