



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

GRETCHEN WHITMER  
GOVERNOR

MICHAEL F. RICE, Ph.D.  
STATE SUPERINTENDENT

**MEMORANDUM**

**DATE:** August 5, 2021

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

**FROM:** Delsa D. Chapman, Ed.D., Deputy Superintendent   
Division of Educator, Student, and School Supports

**SUBJECT:** Reminder: Annual Educator Effectiveness Ratings Data Appeals

Under [MCL 380.1531j](#), specific educator effectiveness ratings are required to progress from the standard teaching certificate to the professional teaching certificate. It is important to ensure that educators have accurate data considered in their certification process.

The annual educator effectiveness ratings data appeals window will be open from **September 1 to December 1, 2021**. The data appeals window will allow authorized personnel from local education agencies (LEAs), both traditional public school districts and public school academies (PSAs), to make updates to inaccurate ratings from the five most recent years in the registry of educational personnel (REP). A recent policy change allows for a rating to be added to any previous "missing ratings" for employees with instructional assignment codes. Employee assignment codes are not able to be changed.

LEAs should work with educators to identify individual cases where educator effectiveness ratings may have been entered incorrectly. Districts need to review the overall data quality of their past educator evaluation submissions to the REP. In addition, districts need to ensure that current and future REP submissions are accurate at the time of entry.

Below are important steps for districts to ensure the submission of data quality in preparation for the corrections window.

- Identify the individuals responsible for REP submissions and ensure they receive all relevant Michigan Department of Education (MDE) and Center for Educational Performance Information (CEPI) communications.
- Conduct an internal audit of the educator evaluation data in the REP for the past five years to identify systematic or isolated data inaccuracies.

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- Utilize a local communications plan to ensure that educators are informed about the data appeals window so all teachers assigned to instructional roles in the district know to check their effectiveness ratings in the [Michigan Online Educator Certification System](#) (MOECS).
- Follow a developed protocol for working with educators who feel there is an error in their evaluation data.
- Refer to the [REP user guide](#) for instructions on how to submit a correction within the REP.

Additional resources relating to the data appeals window, including recorded webinars, can be located on the [MDE website](#).

Please visit the [educator evaluation website](#) for more information regarding educator evaluations. Please send questions to [MDE-EdEvals@Michigan.gov](mailto:MDE-EdEvals@Michigan.gov). Questions regarding the non-public school personnel report (NPSPR) may be directed to CEPI at [CEPI@Michigan.gov](mailto:CEPI@Michigan.gov) or 517-335-0505 ext. 3.

cc: Michigan Education Alliance  
Confederation of Michigan Tribal Education Directors