



## Reflect and Learn System: Appeals Educators Guide

### Step 1:

- Log into Reflect and Learn using your username and password.
- From the Home Page, Select **“Appeals Process.”**
- Click 2014 - 2015 Appeals Process.



My Feedback Help & Resources **Appeals Process** Framework Navigator

### Appeals Process

Current Appeals Archived Appeals

2014-2015 Appeals Process

Educator

appeal101, cps

### Step 2:

- Select the tab labeled **“Step 1: Notice of Intent to Appeal”**

#### ☰ 2014-2015 Appeals Process

Appeals Process

### Appeals Process

Step 1: Notice of Intent to Appeal \*

2014-2015 Appeals window closed 12/6/15

Notice of Intent to Appeal Form must be submitted within 10 calendar days of the release of your summative rating.

Step 3:

- Fill in required fields and upload any supporting documents
- Click **“Edit”**

My Feedback Help & Resources Appeals Process Framework Navigator

1 Appeals Process

2014-2015 Appeals Process

<< Back Print Forms

Step 1: Notice of Intent to Appeal for appeal101, cps

Intent to Appeal Form

**YOU MUST CLICK MARK COMPLETE IN ORDER FOR THIS FORM TO BE CONSIDERED SUBMITTED. ONCE YOU CLICK MARK COMPLETE, YOU CAN NO LONGER EDIT THE F**

NOTE: Only teachers who have received an Unsatisfactory Rating or their second Developing Rating are eligible for the appeals process.

This Notice of Intent to Appeal Form must be submitted within 10 calendar days of the release of your summative rating.

The Appeals Committee will view your form. An automatic reply will be sent when your form has been received.

Complete the information below, then click Mark Complete.

Edit

Educator Name appeal101, cps

Employee ID

- Select **“Attach File”** to upload supporting documents for the Appeal.

\* Please upload your 2014-15 Summary Data

To download a copy of your 14-15 Summative PDF, please complete the following steps:

Min Files to be Attached: 1

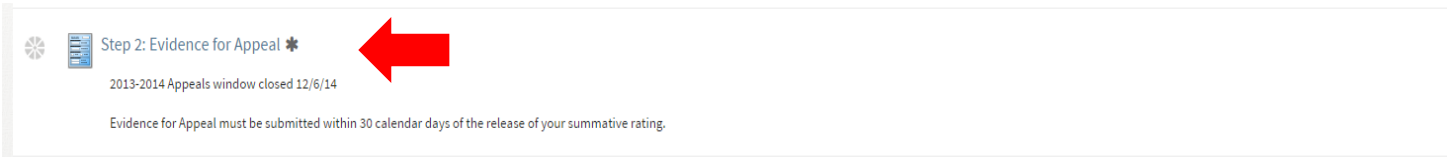
1. On your RLS homepage, scroll down, locate and click the button that reads **“My REACH Results”**
2. Click the tab that reads **“2014-15”** and locate the link that reads **“2014-15 REACH Summary Data”**
3. Click on the hyperlink
4. Click on the hyperlink
5. Right click your mouse to **“Save As”**
6. Name the file and save to your computer

- Select the gray **“Save”** button at the bottom of the page to save work

Save Save & Exit Cancel

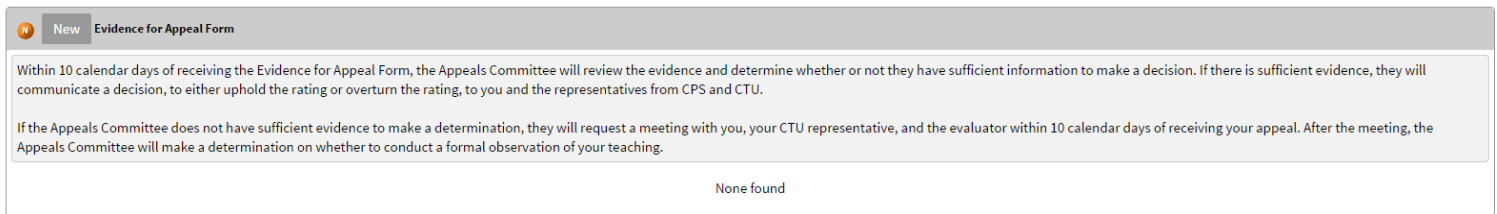
Step 4:

- Select the tab labeled **“Step 2: Evidence of Appeal”**



Step 5:

- Select the gray **“New”** button to fill out Evidence for Appeal Form
- Fill in required fields and upload any supporting documents

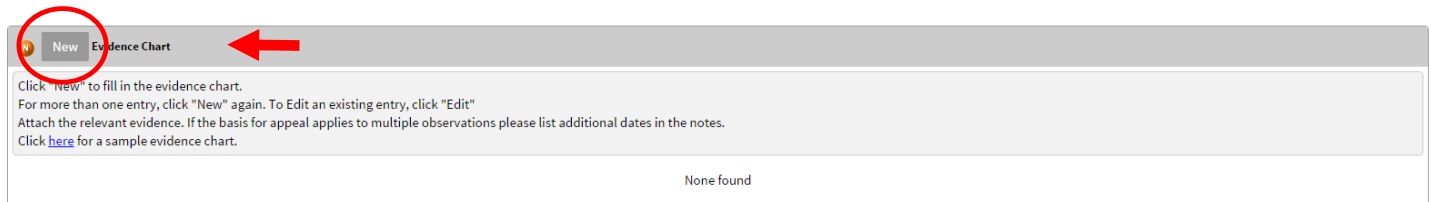


- Select the gray **“Save”** button at the bottom of the page to save work



Step 6:

- Select the gray **“New”** button to fill out Evidence Chart



- Fill in the required fields and upload any supporting documents.

\* 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 ?

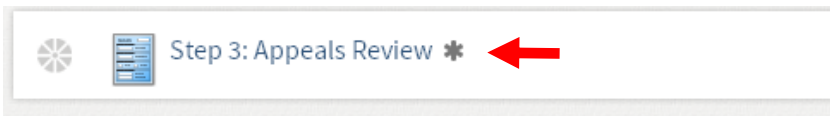
\* Required Fields

- Select the gray “Save” button at the bottom of the page to save work



Step 4:

- An Appeal’s Member will Review your supporting evidence and documents



- An Appeal’s member decision will be listed under “Step 3: Appeals Review”

Evidence for Appeal	No answers.
Evidence Chart	No answers.
Appeals Review	No answers.