

Educator Consent to Share Evaluation Data with CTU Instructions

Log on to reflectandlearn.cps.edu (RLS) page:

The screenshot shows a web browser window with the URL <https://reflectandlearn.cps.edu/ia/renderUserLayoutFootNode.u?>. The page header includes the Chicago Public Schools (CPS) logo and the text "Reflect & Learn System". A "Login" button is visible in the top left corner of the main content area.

The main content area features a central box with the following sections:

- Welcome to the Reflect and Learn System!**
Reflect & Learn facilitates professional dialogue and meaningful feedback between CPS employees in order to help us all better serve the needs of Chicago's students. Thank you for using the Reflect & Learn System!
- Get started**
Click [here](#) for a Reflect & Learn System quick start guide
- Learn more about the Reflect & Learn System**
Access additional information about Reflect & Learn under Help & Resources after you login. For additional information on REACH Students, reference the Knowledge Center at <http://kc.cps.edu/>

To the right of these sections is a "Sign In" form with the following fields and elements:

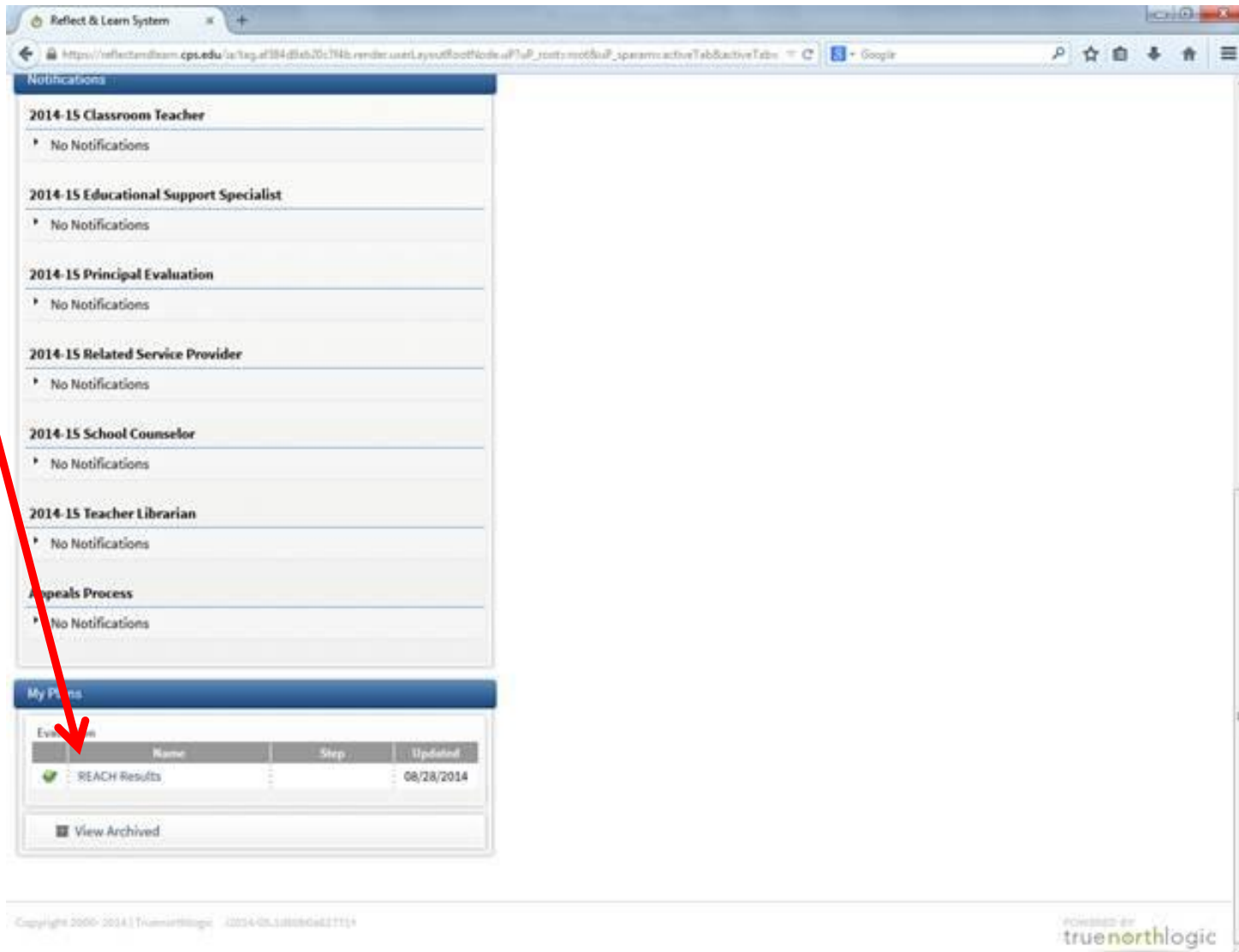
- Sign In** header
- Username field with a placeholder "@cps.edu"
- Password field with a placeholder "|"
- Green "Sign In" button
- [Need to reset your password?](#) link

At the bottom of the central box, there are links for "Reflect & Learn System Training" and "Terms of Service".

The footer of the page contains the copyright information: "Copyright 2008-2014 | Truenorthlogic | 2014-08 1a000a02111" and the "powered by truenorthlogic" logo.

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Once logged on, the next page will be the Home Page. Scroll down to the bottom of the page to “My Plans”. Then click on “REACH Results”:



The screenshot shows the Reflect & Learn System Home Page. The page is divided into several sections. The top section is titled "Notifications" and lists several categories, each with a "No Notifications" message:

- 2014-15 Classroom Teacher
- 2014-15 Educational Support Specialist
- 2014-15 Principal Evaluation
- 2014-15 Related Service Provider
- 2014-15 School Counselor
- 2014-15 Teacher Librarian
- Appeals Process

Below the Notifications section is the "My Plans" section, which contains a table of evaluation plans. A red arrow points to the "REACH Results" link in the table.

Eval	Name	Step	Updated
	REACH Results	...	08/28/2014

Below the table is a "View Archived" link.

At the bottom of the page, there is a copyright notice: "Copyright 2000-2014 | TrueNorthLogic | 2014-08-18 08:42:11" and a logo for "true northlogic" with the text "POWERED BY" above it.

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Click on “Consent for Disclosure”:

The screenshot displays the Reflect & Learn System interface. At the top, the browser address bar shows the URL <https://reflectandlearn.cps.edu>. The page header includes the Chicago Public Schools (CPS) logo and the text "Reflect & Learn System". A navigation menu contains links for "Home", "My Feedback", "Help & Resources", "Appeals Process", and "Framework Navigator". The main content area is titled "REACH Results" and features a tab for "2013-2014". Below the tab, there are three items:

- Consent for Disclosure**: A document icon is shown next to the title. Below the title, the text reads: "You may elect to share your REACH Results with CTU. Please choose 'I Consent' or 'I do not Consent'... Read More". A red arrow points to this item.
- Preliminary Professional Practice Summary 13-14**: A document icon is shown next to the title. Below the title, the text reads: "Click here to view your RLS observation results for 2013-2014".
- Summative Report 13-14**: A document icon is shown next to the title. Below the title, the text reads: "Coming Soon!".

At the bottom of the page, the footer contains the copyright information "Copyright 2000-2014 | TrueNorthLogic | 0014-05.1085664271" and the logo "Powered by true northlogic".

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Click the circle next to “I CONSENT”, then click “Save”. You will also need to click the signature section and “Save” that though it does not appear on the screen shot below:

The screenshot displays the Reflect & Learn System interface for Jennifer L. Johnson. The main heading is "My Performance Feedback" under the "REACH Results" section. The specific page is titled "Consent for Disclosure for Jennifer L. Johnson".

The "Consent for Disclosure" section contains the following text:

Consent for Disclosure of SY 2013-14 Individual Summative Performance Evaluation Results to the Chicago Teachers Union and Release of Claimst

Understand and acknowledge that:

- 1. Section 24A-7.1 of the Illinois School Code states that disclosure of public school teacher and principal performance evaluations is prohibited.
- 1. Section 11 of the Personnel Records Review Act states that the disclosure of performance evaluations under the Freedom of Information Act

CONSENT SELECTOR:

- I CONSENT to and grant CSOE authority to release my summative evaluation results for school year 2013-14, including scores for each of the teacher practice and student growth measures and the overall summative score and performance level from the teacher evaluation to the CTU.
- DO NOT consent to disclosure of my summative evaluation results, including scores for each of the teacher practice and student growth measures and the overall summative score and performance level from the teacher evaluation to the CTU.

At the bottom right of the form, there are "Save" and "Cancel" buttons. A red arrow points to the "I CONSENT" radio button, and another red arrow points to the "Save" button.

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After saving your consent, you should see a screen like this:

