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**TO:** District Superintendents of BOCES  
Superintendents of Schools

**FROM:** Dr. Julia Rafal-Baer

**SUBJECT:** Updated Review Room Portal, APPR Implementation Certification Form,  
and Training Resources

**DATE:** May 3, 2013

This memorandum provides an update regarding Review Room, the online portal used for submitting applications for Annual Professional Performance Review (APPR) plans, and the new APPR Implementation Certification Form. This document also provides information about new resources to support school districts and BOCES as they revise their APPR plans for the 2013-14 school year.

### **Review Room 1.0 and 2.0**

Review Room ("Review Room 1.0") was made available in 2012 to school districts and BOCES to submit their applications for annual and multiyear APPR plans for the 2012-13 school year. A revised portal, Review Room 2.0, is now available for submission of APPR plans for school year 2013-14 and thereafter.

Review Room 1.0 will continue to be used by districts and BOCES for the sole purpose of making material changes to their approved APPR plans for school year 2012-13 only. Review Room 1.0 is available at: <https://nysed-appr.myreviewroom.com>. Requests to make material changes to approved APPR plans for 2012-13 school year must be submitted to [educatoreval@mail.nysed.gov](mailto:educatoreval@mail.nysed.gov) in order for the plan to be unlocked for editing.

Review Room 2.0 will be used for the submission of APPR plans for the 2013-14 school year and thereafter. Review Room 2.0 is available at: <https://nysed-appr2.myreviewroom.com>. In Review Room 2.0, districts and BOCES who plan to revise their APPR plans for the 2013-14 school year will have the option of either (a) using their 2012-13 plans as the basis for their plan for the 2013-14 school year, or (b) starting fresh with a blank application. For districts or BOCES that do not have an APPR plan approved by the Commissioner prior to September 1, 2013, their 2012-2013 approved APPR plan in Review Room 1.0 shall remain in effect until a subsequent plan is agreed to by the parties, submitted in Review Room 2.0 and approved by the Commissioner.

Districts and BOCES should note that, while the instructions in Review Room 2.0 have been updated from those in 1.0, the submission process will remain the same.

**Please note:** all 2012-13 APPR plans were transferred from Review Room 1.0 into Review Room 2.0 on April 29, 2013. This means that any material changes made after April 29, 2013 to a 2012-13 plan in Review Room 1.0 were **not** transferred into Review Room 2.0 and districts and BOCES will need to ensure that they make all applicable changes in the Review Room 2.0 portal before submitting their APPR to the Commissioner for approval.

### **APPR Implementation Certification Form**

In order to be eligible for an increase in State aid in 2013-14, all districts must fully implement their approved APPR plans. Section 1 of Part A of Chapter 57 of the Laws of 2013 (and corresponding appropriation language in Chapter 53 of the Laws of 2013) makes the Commissioner's approval by September 1 of each year of documentation that a school district has fully implemented the standards and procedures for conducting APPRs in accordance with Education Law §3012-c and Subpart 30-2 of the Rules of the Board of Regents a condition of eligibility for any increases in State aid from the General Support for Public Schools appropriation over the amount apportioned in the prior school year. Section 1 of Chapter 57 applies to State aid increases for the 2013-2014 school year and thereafter.

In order to demonstrate that each district or BOCES has fully implemented their approved APPR plan for the 2012-13 school year, the Department requires that an additional certification form be completed by **August 30, 2013** by the superintendent of schools and Board President. The new certification form and directions for completing this form are available: <http://usny.nysed.gov/rtt/teachers-leaders/appr-implementation-certification.html>

### **Resources**

We are pleased to share a new resource to support school districts and BOCES. Twelve training modules have been posted on EngageNY: <http://www.engageny.org/resource/appr-training-modules>. The goal of these modules is to guide users through the twelve tasks in Review Room and in their understanding of the APPR process, including:

- The component pieces of the APPR plan for teachers and principals (requirements and options);
- How to structure APPRs to support academic priorities and needs;
- How to submit an APPR plan that meets requirements of law and regulations; and
- How to use resources from NYSED to support the APPR process.

Each of the 12 training modules will also include links to supplementary resources, references, as well as two sample APPR plans. Additionally, approved plans for each school year will continue to be posted on the NYSED website: <http://usny.nysed.gov/rttt/teachers-leaders/plans/>.

We will also shortly be releasing updates to our APPR Guidance and SLO Models. Please visit [www.EngageNY.com](http://www.EngageNY.com) to check for these updates.

Thank you for all of the work that you are doing on behalf of your students and educators. All of us here at the Department look forward to supporting you and your community members as you implement the APPR system.