

PADEPP – Evaluator Completion of Conference Forms

Each PADEPP evaluation will have an Orientation, Mid-Year and End-of-Year Conference form. The evaluator will enter the date the conference occurred, confirm the assurances and both the Evaluator and Principal will sign each conference form.

This guide provides steps for an evaluator to complete and sign the Conference Forms. While this example will show steps for completing the Orientation Conference form, the steps will be the same for Mid-Year and End-of-Year Conference forms.

Reminder: The Principal Professional Development Plan must be signed at each conference by the Principal and Evaluator before the Conference forms can be signed. The Evaluator must be assigned to the evaluation team in SCLed.org to sign the conference forms.

Step 1: Click *Evaluations* in the navigation menu bar.

The screenshot shows the SCLed.org website interface. At the top, there is a header with the South Carolina Department of Education logo and navigation links for Help, Account, and Logout. Below the header is a teal navigation bar with links for Home, Districts & Schools, Evaluations, and Reports. A red arrow points to the 'Evaluations' link. The main content area includes an Announcements section with a date filter for 5/23/2018, a 'My Profile' sidebar with user details, and a 'Correction' button.

Header: SOUTH CAROLINA DEPARTMENT OF EDUCATION ed.sc.gov

Navigation: Home Districts & Schools **Evaluations** Reports

Announcements: 5/23/2018

Welcome to SCLed.org! SCLed.org will allow classroom-based teachers and administrators to access the South Carolina Teaching Standards 4.0 rubric and will fully integrate classroom observations, data collection, and teacher professional growth resources. SCLed.org will replace the current ADEPT Data System (ADS) as well as the PADEPP Results Reporting Spreadsheet and PADEPP Data System (PDS). SCLed.org will be available for PADEPP results entry in June 2018 and will be fully available statewide in August 2018.

District Team Training for SCLed.org will be offered on May 30 in the Berkeley/Charleston area, June 6 in the Greenville/Spartanburg area, June 13 in the Lexington/Richland area, June 14 in the Lexington/Richland area, and July 11 in the Pee Dee area. The South Carolina Department of Education will also offer several technical assistance office hours in Fall 2018 to support district use of SCLed.org.

My Profile:

- CID: 813749
- Username: superintendent@sweetgrass2492.org
- Current Employment: Superintendent @ Sweetgrass2492 County School District
- [View full profile](#)

[Correction](#)

Step 2: Locate the evaluation record and click **Details**.

Reminder: Use the search options to quickly locate a record. The search options entered are retained until you clear or complete another search.

The screenshot shows the 'Evaluation Search' page with the following components:

- Navigation:** Home, Districts & Schools, Evaluations, Reports
- Search Bar:** Evaluation Search
- Filters (Left):** CID, Name, Academic Year, Evaluation Group, Educator Type, District, School.
- Results Table:**

Educator	Evaluation	Status	Details
Teacher1 (Elementary) Sweetgrass2492 (927212) Sweetgrass2492 County School District Sweetgrass2492 Elementary School, Sweetgrass2492 Elementary School, Sweetgrass2492 Elementary School	2018-2019 Classroom-Based Teacher Formative - Annual 1	OR ● SG ○ OBS ● PRO ○ C ○	Details
Teacher2 (Elementary) Sweetgrass2492 (947407) Sweetgrass2492 County School District Sweetgrass2492 Elementary School, Sweetgrass2492 Elementary School, Sweetgrass2492 Elementary School	2018-2019 Classroom-Based Teacher	OR ○ SG ○ OBS ○ PRO ○ C ○	Details
Teacher3 (Elementary) Sweetgrass2492 (807781) Sweetgrass2492 County School District Sweetgrass2492 Elementary School	2018-2019 Classroom-Based Teacher	OR ○ SG ○ OBS ○ PRO ○ C ○	Details
Principal (Elementary) Sweetgrass2492 (953611) Sweetgrass2492 County School District Sweetgrass2492 Elementary School, Sweetgrass2492 Elementary School	2018-2019 Principal	OR ○ CF ○ PDP ● AS ○ C ○	Details

Step 3: Click **Orientation Conference**.

The screenshot shows the 'Principal (Elementary) Sweetgrass2492' page with the following components:

- Navigation:** Home, Districts & Schools, Evaluations, Reports
- Page Header:** 2018-2019 Evaluation | Sweetgrass2492 County School District | PADEPP
- Left Sidebar:** Status, Settings, CONFERENCES, EVALUATION, Results.
- Orientation Conference:** A red arrow points to this link in the CONFERENCES section.
- Overall Status:** Includes sections for Conferences, Professional Development Plan (68%), and Assessments.
- Overall Completion Progress:** A donut chart showing 11% completion.
- Evaluation Team:** A table with columns: Member, Role, Permissions, Assignment Level.

Step 4: Click *Edit*.

Home | Districts & Schools | Evaluations | Reports

Principal (Elementary) Sweetgrass2492

2018-2019 Evaluation | Sweetgrass2492 County School District | PADEPP Correction Print to PDF

Status
Settings  [Edit](#)

CONFERENCES

Orientation Conference
Mid-Year Conference
End-of-Year Conference
Annual Assurances

EVALUATION

Required Standards
Observations
Principal Professional Development Plan
Assessments
Attachments
Results

[Educator Profile](#)

Principal Orientation Conference

The process of assessment through coaching begins with building a trusting relationship between the evaluator and the principal. They must establish a shared understanding of the purpose of coaching; confirm confidentiality, identify plans for communication, and clarify specific goals and focus areas. This planning process is supported by the Principal Professional Development Plan.

 Please resolve the following issues:

- All assurances require an answer before a signature can be added
- A conference date must be selected.

Date of Conference:

Assurances

Activity	Assurances
By September 15 or within one month of hire date, the principal recieved an orientation conference by the evaluator to discuss the PADEPP Standards and Criteria to be assessed, guidelines and procedures, area(s) of	<input type="radio"/> Yes <input type="radio"/> No

Step 5: Enter the *Date of Conference*, select the radio button for each *Assurance Activity* and click *Save*.

Home | Districts & Schools | Evaluations | Reports

Principal (Elementary) Sweetgrass2492

2018-2019 Evaluation | Sweetgrass2492 County School District | PADEPP Correction

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CONFERENCES

Orientation Conference
Mid-Year Conference
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Date of Conference:
 

Assurances

Activity	Assurances
By September 15 or within one month of hire date, the principal recieved an orientation conference by the evaluator to discuss the PADEPP Standards and Criteria to be assessed, guidelines and procedures, area(s) of focus for professional growth, the Principal's Professional Development Plan, schedule for observations, feedback, and supports, including examples of job-embedded activities and examples of artifacts.	<input type="radio"/> Yes <input type="radio"/> No
By September 15 or within one month of principal hire date, the evaluator gave the principal a copy of the PADEPP Standards, Criteria, guidelines and procedures, area(s) of focus, and a copy of Regulation 43-165.1 governing the principal evaluation process	<input type="radio"/> Yes <input type="radio"/> No



Step 6: Click *Add my signature*.

Principal (Elementary) Sweetgrass2492

2018-2019 Evaluation | Sweetgrass2492 County School District | PADEPP Correction Print to PDF

Status
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CONFERENCES
Orientation Conference
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[Educator Profile](#)

Principal Orientation Conference

[Edit](#)

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Date of Conference:
08/08/2018

Assurances

Activity	Assurances
By September 15 or within one month of hire date, the principal recieved an orientation conference by the evaluator to discuss the PADEPP Standards and Criteria to be assessed, guidelines and procedures, area(s) of focus for professional growth, the Principal's Professional Development Plan, schedule for observations, feedback, and supports, including examples of job-embedded activities and examples of artifacts.	<input checked="" type="radio"/> Yes <input type="radio"/> No
By September 15 or within one month of principal hire date, the evaluator gave the principal a copy of the PADEPP Standards, Criteria, guidelines and procedures, area(s) of focus, and a copy of Regulation 43-165.1 governing the principal evaluation process	<input checked="" type="radio"/> Yes <input type="radio"/> No

Signatures

+ Add my signature

Step 7: Enter your PIN in the *PIN Entry* box. If you do not remember your PIN, click *Forgot your PIN?* and the system will show your PIN. Click *Sign*.

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Add Signature

Please enter your PIN to electronically sign this document

[Forgot your PIN?](#)

The process of assessment through coaching begins with building a trusting relationship between the
They must establish a shared understanding of the purpose of coaching; confirm confidentiality, identi

Repeat this process to complete the Mid-Year and End-of-Year Conferences once the conferences have occurred.

Contact SCLead.org support if you have problems accessing or completing the Conference Forms.

1-877-314-1412 or www.sclead.org/Help/Support.