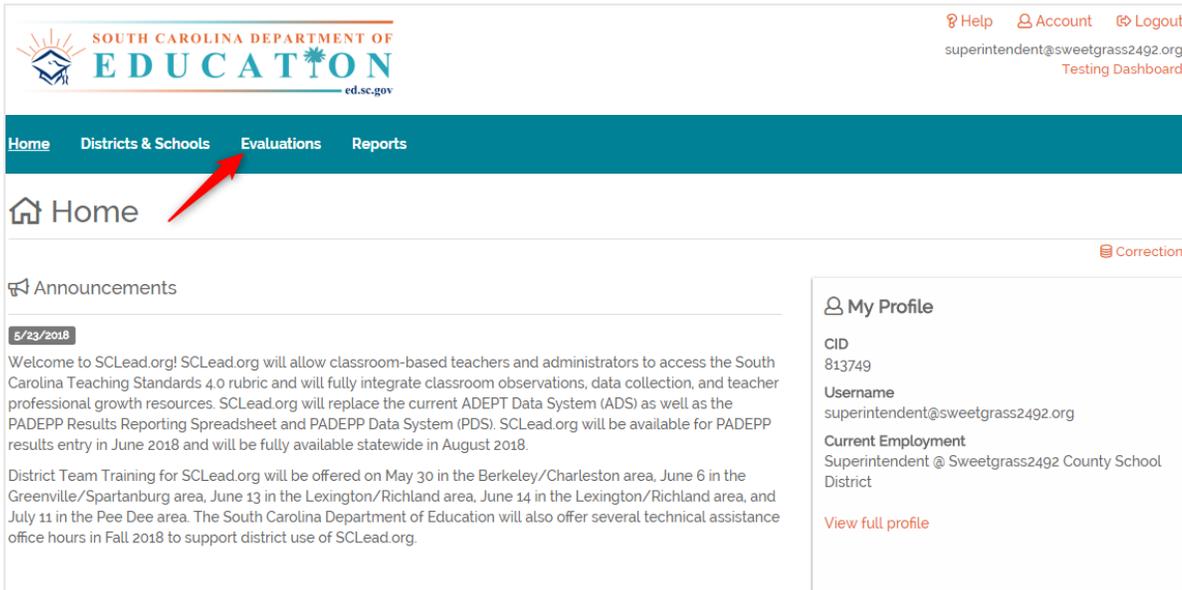


## PADEPP – Evaluator Completion of Summative Evaluation Form

Once the evaluation assessments have been completed, the Evaluation Chair will need to complete the Principal's Summative Evaluation Form. Once all members of the evaluation team have signed the form, the form will be available for the Principal to view and sign. All members of the evaluation team as well as the principal will need to sign for the form to be complete.

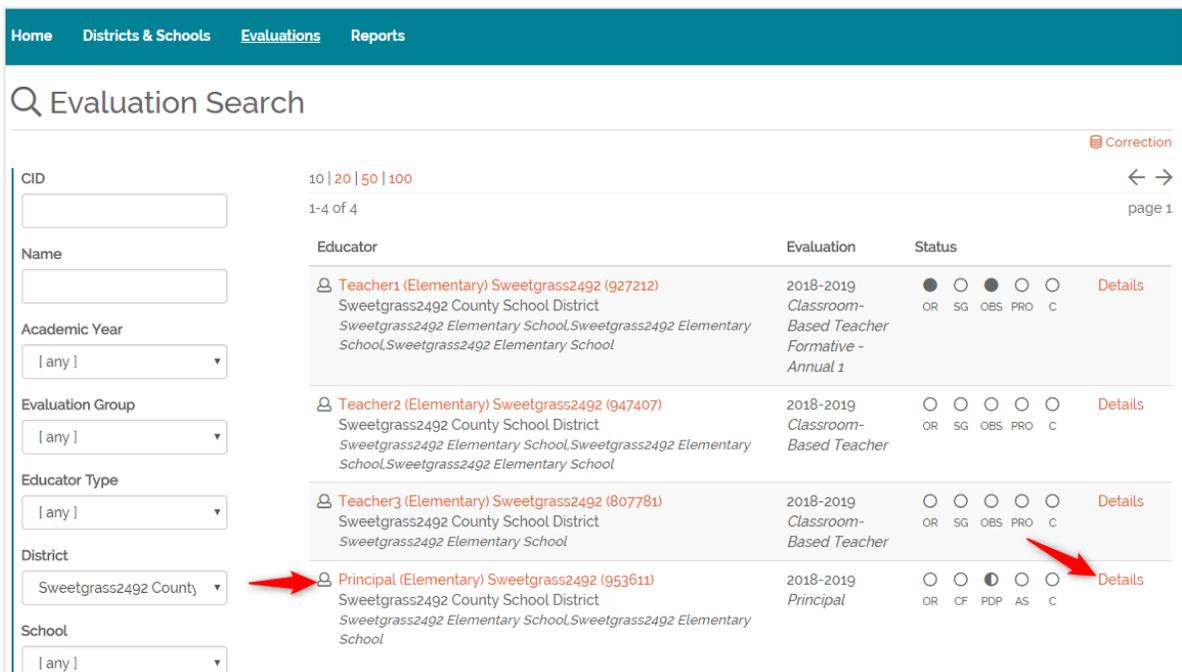
**Step 1:** Click **Evaluations** in the navigation menu bar.



The screenshot shows the SCLed.org website interface. At the top right, there are links for Help, Account, and Logout, along with the email address superintendent@sweetgrass2492.org and a link to the Testing Dashboard. The navigation menu at the top includes Home, Districts & Schools, Evaluations, and Reports. A red arrow points to the 'Evaluations' link. Below the navigation bar, there is a 'Home' button and a 'Correction' link. The main content area features an 'Announcements' section with a date of 5/23/2018 and a 'My Profile' section with user information including CID (813749), Username (superintendent@sweetgrass2492.org), and Current Employment (Superintendent @ Sweetgrass2492 County School District). A 'View full profile' link is also present.

**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' results page on SCLed.org. The navigation menu at the top includes Home, Districts & Schools, Evaluations, and Reports. The search results are displayed in a table with columns for Educator, Evaluation, and Status. A red arrow points to the 'Details' link for the record of a Principal.

Educator	Evaluation	Status	Details
<b>Teacher1 (Elementary) Sweetgrass2492 (927212)</b> 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	<a href="#">Details</a>
<b>Teacher2 (Elementary) Sweetgrass2492 (947407)</b> Sweetgrass2492 County School District Sweetgrass2492 Elementary School, Sweetgrass2492 Elementary School, Sweetgrass2492 Elementary School	2018-2019 Classroom-Based Teacher	○ ○ ○ ○ ○ ○ OR SG OBS PRO C	<a href="#">Details</a>
<b>Teacher3 (Elementary) Sweetgrass2492 (807781)</b> Sweetgrass2492 County School District Sweetgrass2492 Elementary School	2018-2019 Classroom-Based Teacher	○ ○ ○ ○ ○ ○ OR SG OBS PRO C	<a href="#">Details</a>
<b>Principal (Elementary) Sweetgrass2492 (953611)</b> Sweetgrass2492 County School District Sweetgrass2492 Elementary School, Sweetgrass2492 Elementary School	2018-2019 Principal	○ ○ ● ○ ○ ○ OR CF PDP AS C	<a href="#">Details</a>

**Step 3: Click *Assessment*.**

Home   Districts & Schools   Evaluations   Reports

## Principal (Elementary) Sweetgrass2492

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

**Status**

Settings

CONFERENCES

Orientation Conference

Mid-Year Conference

End-of-Year Conference

Annual Assurances

EVALUATION

Required Standards

Observations

Principal Professional Development Plan

**Assessments** ←

Attachments

Results

9 Educator Profile

### Overall Status

**Conferences**

Orientation Conference	100%
Mid-Year Conference	100%
End-of-Year Conference	0%

**Professional Development Plan**

Principal Professional Development Plan	68%
---	-----

**Assessments**

Self-Assessment	100%
Principal's Summative Evaluation Form	0%

Overall Completion Progress

### Evaluation Team

[Add Evaluator](#)

Member	Role	Permissions	Assignment Level	
Superintendent Sweetgrass2492	Evaluation Chair	Observations	District-Level	<a href="#">Remove</a>

**Step 4: Click *Start Principal's Summative Evaluation Form*.**

Required Standards

Observations

Principal Professional Development Plan

**Assessments**

Attachments

Results

9 Educator Profile

Status: Complete Sweetgrass2492

---

**Principal Evaluator Assessment** Created: 7/27/2018 7:17:01 PM by District (User)

Status: Complete Sweetgrass2492

---

**Principal's Summative Evaluation Form Worksheet (Optional)**

The Evaluator Assessment allows a principal evaluator to rate and make comments on the evaluated standards.

**Principal's Summative Evaluation Form Worksheet** Created: 7/27/2018 7:23:28 PM by Superintendent

Status: Complete Sweetgrass2492

---

**Principal's Summative Evaluation Form**

In the Principal's Summative Evaluation Form, the summative evaluation of the principal is performed and the overall summative rating will applied to the evaluation result.

[Start Principal Summative Evaluation Form](#)

**Step 5: Click *Edit*.**

Home Districts & Schools Evaluations Reports

Principal (Elementary) Sweetgrass2492

2018-2019 Evaluation | Sweetgrass2492 County School District | PADEPP [Correction](#) | [Print to PDF](#)

Status  
Settings

### Principal's Summative Evaluation Form

[Back](#) [Edit](#)

In the Principal's Summative Evaluation Form, the summative evaluation of the principal is performed and the overall summative rating will be applied to the evaluation result.

**!** Please resolve the following issues:

- The Final Rating must be selected for this assessment before signatures can be added
- All standards must be scored before signatures can be added

**N/A** - This rating has not been made  
**E** - Exemplary  
**P** - Proficient  
**NI** - Needs Improvement  
**U** - Unsatisfactory

### Standard Ratings

Performance Standard	Principal's Self-Assessment	Evaluator(s) Rating	Final Rating
Standard 2: Instructional Leadership	E	E	NR

[Educator Profile](#)

**Note:** *If the Principal has completed the Self-Assessment, the self-assessment ratings will be displayed. The rating displayed in the Evaluator(s) Rating column will be from the evaluator assessment when there is only one team member and the summative evaluation worksheet when there are multiple team members.*

**Step 6:** Select a **Final Rating** for each standard, add comments for each standard, add additional comments and attachments, as applicable, select the **Overall Summative Rating**, click **Save**.

**Status**  
**Settings**

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

EVALUATION  
Required Standards  
Observations  
Principal Professional Development Plan

Assessments  
Attachments

Results

👤 Educator Profile

### Standard Ratings

Performance Standard	Principal's Self-Assessment	Evaluator(s) Rating	Final Rating
Standard 2: Instructional Leadership	E	E	NA
Comments:			
<input type="text"/>			
Standard 8: Staff Development	P	P	NA
Comments:			
<input type="text"/>			
Standard 9: Principal's Professional Development	E	E	NA
Comments:			
<input type="text"/>			

### Additional Comments

You have 4000 characters remaining

### Attachments

Name	Description	Created By
No attachments found.		
<input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="button" value="+ Add"/>

### Overall Summative Rating

N/A

**Step 7:** Click **Add my signature**.

The screenshot shows a web interface for an evaluation form. On the left is a sidebar with navigation links: EVALUATION, Required Standards, Observations, Principal Professional Development Plan, Assessments, Attachments, Results, and Educator Profile. The main content area has sections for 'Additional Comments' (with a 'no comments' indicator), 'Attachments' (with a table header for Name, Description, and Created By, and a note 'No attachments found.'), 'Overall Summative Rating' (set to 'Exemplary'), and 'Signatures'. A red arrow points to a button labeled '+ Add my signature' in the Signatures section.

**Step 8:** Enter your PIN in the **Enter PIN** box. If you do not remember your PIN, click **Forgot your PIN?** and the system will display your PIN. Click **Sign**.

The screenshot shows a modal dialog box titled 'Add Signature'. The text inside says 'Please enter your PIN to electronically sign this document'. There is an input field with a key icon and the placeholder text 'enter pin'. To the right of the input field is a link that says 'Forgot your PIN?'. At the bottom right of the dialog are two buttons: 'Close' and 'Sign'. Three red arrows point to the 'enter pin' field, the 'Forgot your PIN?' link, and the 'Sign' button.

**Reminder:** Each member of the Evaluation Team will need to electronically sign for the Principal's Summative Evaluation Form. Once all members have signed, the form will be available for the principal to review and sign.

*Contact SCLead.org support if you have problems accessing or completing the Principal's Summative Evaluation Form.*

*1-877-314-1412 or [www.sclead.org/Help/Support](http://www.sclead.org/Help/Support).*