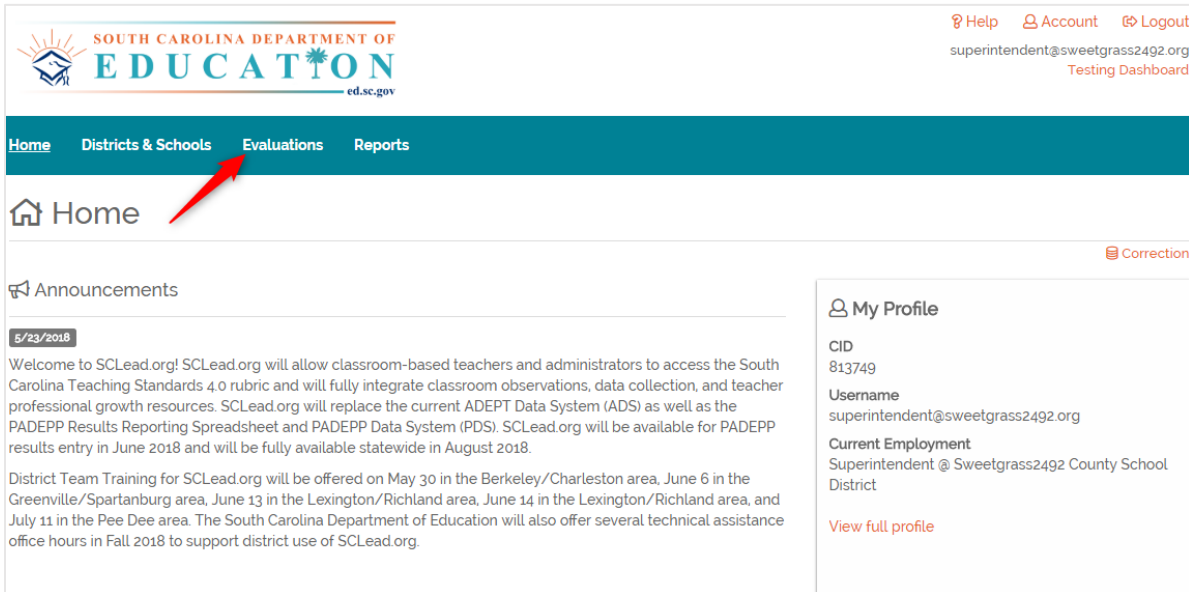


## PADEPP – Evaluator Completion of Summative Evaluation Form

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.

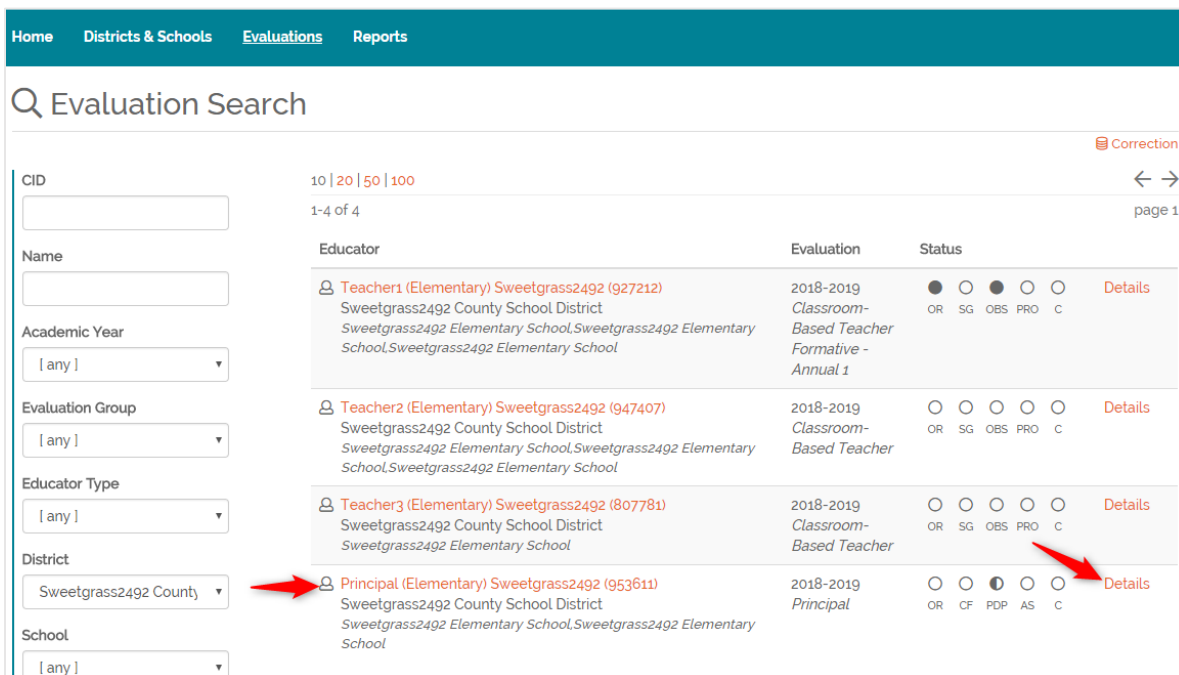
**Step 1:** Click **Evaluations** in the navigation menu bar.



The screenshot shows the South Carolina Department of Education website. The navigation menu bar at the top includes 'Home', 'Districts & Schools', 'Evaluations', and 'Reports'. A red arrow points to the 'Evaluations' link. Below the menu bar, there is a 'Home' section with a 'Correction' link. To the right, there is a 'My Profile' section with fields for 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' page. On the left, there are search filters for CID, Name, Academic Year, Evaluation Group, Educator Type, District, and School. The main table displays evaluation records with columns for Educator, Evaluation, Status, and Details. A red arrow points to the 'Details' link for the Principal record.

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 **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

Educator Profile

Overall Status

Conferences

Orientation Conference100%

Mid-Year Conference100%

End-of-Year Conference

Professional Development Plan

Principal Professional Development Plan68%

Assessments

Self-Assessment100%

Principal's Summative Evaluation Form

61

Overall Completion Progress

Evaluation Team

Add Evaluator

Member	Role	Permissions	Assignment Level	
Superintendent Sweetgrass2492	Evaluation Chair	Observations	District-Level	Remove

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

Required Standards

Observations

Principal Professional Development Plan

Assessments

Attachments

Results

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 Sweetgrass2492

Status: Complete

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](#)

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EVALUATION  
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**[Assessments](#)**  
[Attachments](#)  
[Results](#)  
  
[Educator Profile](#)

### 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

**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

CONFERENCES

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Standard Ratings

Performance Standard	Principal's Self-Assessment	Evaluator(s) Rating	Final Rating
Standard 2: Instructional Leadership	E	E	NA
Comments:			
Standard 8: Staff Development	P	P	NA
Comments:			
Standard 9: Principal's Professional Development	E	E	NA
Comments:			

Additional Comments

You have 4000 characters remaining

Attachments

Name	Description	Created By
No attachments found.		
<div>Choose File</div> No file chosen		<div>+ Add</div>

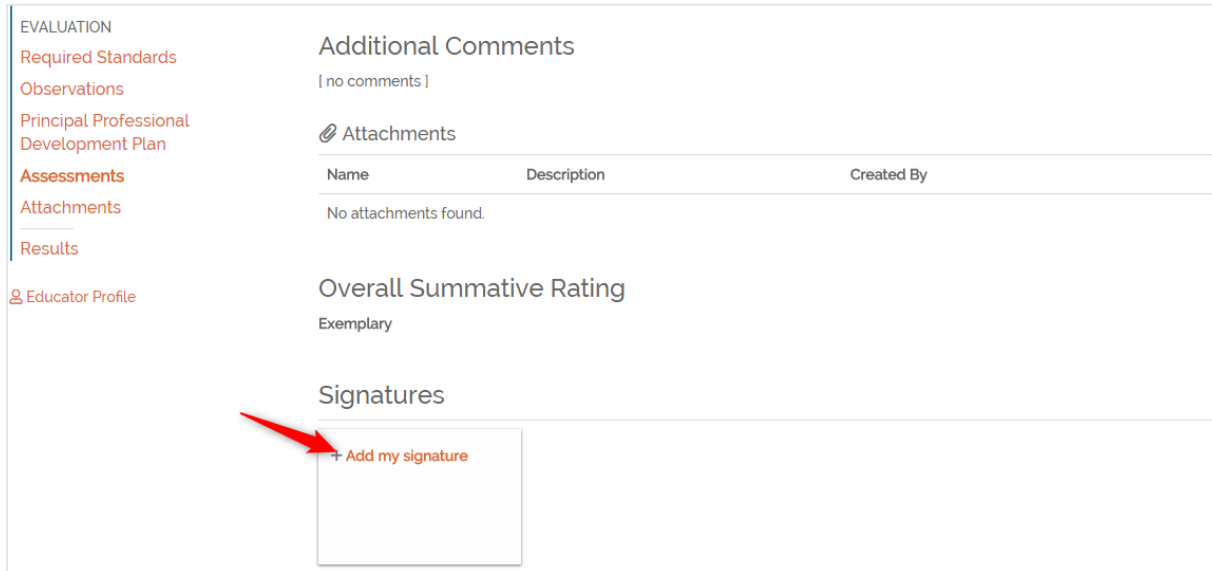
Overall Summative Rating

N/A

Cancel

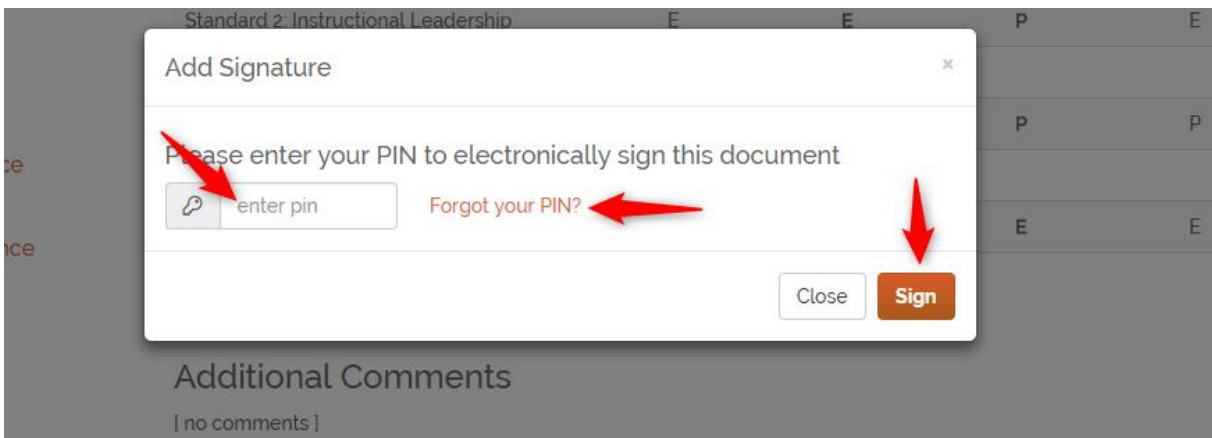
Save

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



The screenshot shows the 'EVALUATION' form with a sidebar on the left containing links: 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 ]' link), 'Attachments' (with a table header: Name, Description, Created By and a message 'No attachments found.'), 'Overall Summative Rating' (set to 'Exemplary'), and 'Signatures'. A red arrow points to the '+ Add my signature' button 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'. It contains the text 'Please enter your PIN to electronically sign this document'. Below this is an 'Enter PIN' input field with a red arrow pointing to it. To the right of the input field is a link 'Forgot your PIN?' with a red arrow pointing to it. At the bottom right are two buttons: 'Close' and 'Sign' (which is highlighted in orange) with a red arrow pointing to it.

**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](http://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).*