

PADEPP – Evaluator Completion of Summative Evaluation Worksheet

If there is more than one evaluator for a Principal's evaluation, each evaluator will need to complete an evaluator assessment. Once each member has completed the evaluator assessment, the Evaluation Chair will need to complete the Principal's Summative Evaluation Form Worksheet. Each member of the evaluation team will need to enter his/her signature once the Evaluation Chair has completed and signed. This guide will provide steps for completing the worksheet.

Reminder: The Principal's Summative Evaluation Form Worksheet will not be shared with the Principal.

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

The screenshot shows the SCLed.org website. At the top right, there are links for Help, Account, and Logout, along with the email address superintendent@sweetgrass2492.org and a Testing Dashboard link. The navigation menu includes Home, Districts & Schools, Evaluations, and Reports. A red arrow points to the 'Evaluations' link. Below the navigation bar, there is a 'Home' section with a house icon, an 'Announcements' section with a date of 5/23/2018, and a 'My Profile' section on the right with fields for CID, Username, and Current Employment.

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 search results are displayed in a table with columns for Educator, Evaluation, and Status. The table contains four records, with the last one, 'Principal (Elementary) Sweetgrass2492 (953611)', highlighted. A red arrow points to the 'Details' link for this 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 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	Remove

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

End-of-Year Conference

Annual Assurances

EVALUATION

Required Standards

Observations

Principal Professional Development Plan

Assessments

Attachments

Results

Educator Profile

Evaluator Assessments

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

Principal Evaluator Assessment	Created: 7/27/2018 3:54:35 PM by Superintendent Sweetgrass2492
Status: Complete	

Principal Evaluator Assessment	Created: 7/27/2018 7:17:01 PM by District (User) Sweetgrass2492
Status: Complete	

Principal's Summative Evaluation Form Worksheet (Optional)

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

[Start Principal Summative Evaluation Worksheet](#)

Principal's 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
CONFERENCES
Orientation Conference
Mid-Year Conference
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Principal's Summative Evaluation Form Worksheet (Optional)

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

The worksheet allows the evaluation team to come to a consensus on the scoring of the principal evaluation. One should be created if there is more than one Evaluator Assessment for this evaluation.

ⓘ 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 1 Assessment	Evaluator 2 Assessment	Final Rating
Standard 2: Instructional Leadership	E	E	P	NR

Note: If the Principal has completed the Self-Assessment, the self-assessment ratings will be displayed. The ratings from each completed evaluator assessment will also display to assist in selecting a final Rating.

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**.

CONFERENCE

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

EVALUATION

Required Standards
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👤 Educator Profile

Domain Ratings

Performance Standard	Principal's Self-Assessment	Evaluator 1 Assessment	Evaluator 2 Assessment	Final Rating
Standard 2: Instructional Leadership	E	E	P	E
Comments:				
<input type="text"/>				
Standard 8: Staff Development	P	P	P	P
Comments:				
<input type="text"/>				
Standard 9: Principal's Professional Development	E	E	E	E
Comments:				
<input type="text"/>				

Additional Comments

You have 4000 characters remaining

Attachments

Name	Description	Created By
No attachments found.		

No file chosen

Overall Summative Rating

Exemplary

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' overlaid on a blurred background of the evaluation form. The dialog contains the text 'Please enter your PIN to electronically sign this document'. Below this text is an input field labeled 'enter pin' with a red arrow pointing to it. To the right of the input field is a link labeled 'Forgot your PIN?' with a red arrow pointing to it. At the bottom right of the dialog are two buttons: 'Close' and 'Sign', with a red arrow pointing to the 'Sign' button.

Reminder: Each member of the Evaluation Team will need to electronically sign for the Principal's Summative Evaluation Form Worksheet to be complete.

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

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