

## PADEPP – Principal Completion of Conference Forms

A Conference form to include conference date and assurances acknowledgement will need to be completed for the Orientation, Mid-Year, and End-of-Year Conferences. This guide provides steps for the Principal to sign the conference forms once completed by the Evaluator.

While this guide provides the steps for the Orientation Conference, the same steps would be used to sign the Mid-Year and End-of-Year Conference forms.

**Step 1:** To access your evaluation, click **View full profile** in the **My Profile** section of the home page.

**SOUTH CAROLINA DEPARTMENT OF EDUCATION**  
ed.sc.gov

Help Account Logout  
principal@sweetgrass2492.elementary.org  
Testing Dashboard

Home Districts & Schools Evaluations Reports

Home

Announcements

5/23/2018

Welcome to SCLead.org! SCLead.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. SCLead.org will replace the current ADEPT Data System (ADS) as well as the PADEPP Results Reporting Spreadsheet and PADEPP Data System (PDS). SCLead.org will be available for PADEPP results entry in June 2018 and will be fully available statewide in August 2018.

District Team Training for SCLead.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 SCLead.org.

**My Profile**

CID  
953611

Username  
principal@sweetgrass2492.elementary.org

Current Employment  
Principal @ Sweetgrass2492 Elementary School

[View full profile](#)

**Step 2:** Click **Details** for the current year evaluation record.

Home Districts & Schools

Principal (Elementary) Sweetgrass2492

Educator Profile

Correction

**Profile**

ADDITIONAL  
Education  
Training

LICENSURE  
Experience  
Employment  
Certification

**Evaluations**

Year	District	Model	Type	Level	
2018-2019	Sweetgrass2492 County School District	PADEPP	Principal	Unknown	<a href="#">Details</a>

### Step 3: Click **Orientation Conference**.

[Home](#) [Districts & Schools](#) [Evaluations](#)

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**  
[Principal Professional Development Plan](#)  
[Assessments](#)  
[Attachments](#)  
[Educator Profile](#)

### Overall Status

**Conferences**

Orientation Conference	50%
Mid-Year Conference	0%
End-of-Year Conference	0%

**Professional Development Plan**

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

**Assessments**

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

Overall Completion Progress

### Evaluation Team

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

### Step 4: Click **Add my signature**.

[Home](#) [Districts & Schools](#) [Evaluations](#)

Principal (Elementary) Sweetgrass2492

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

[Status](#)  
[Settings](#)  
**CONFERENCES**  
[Orientation Conference](#)  
[Mid-Year Conference](#)  
[End-of-Year Conference](#)  
[Annual Assurances](#)  
**EVALUATION**  
[Principal Professional Development Plan](#)  
[Assessments](#)  
[Attachments](#)  
[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.

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

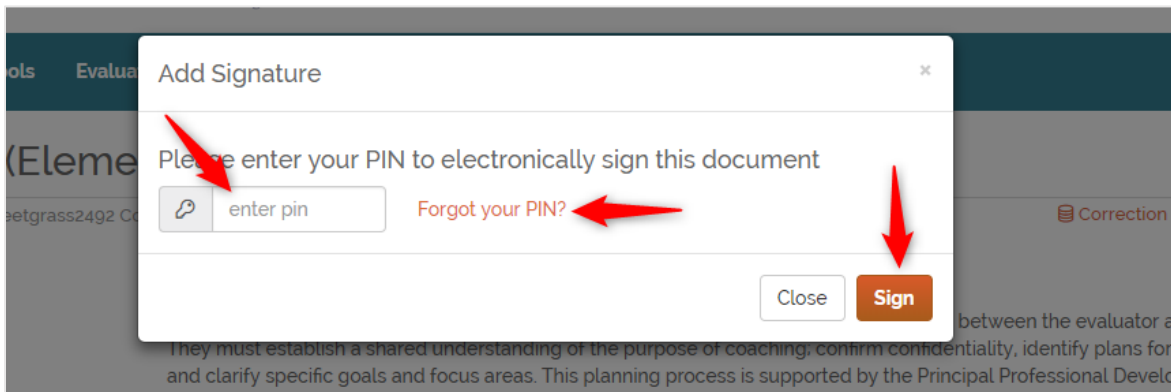
### Signatures

07/26/2018 01:12 PM  
Superintendent  
Sweetgrass2492  
Evaluation Chair

[+ Add my signature](#)

**Note:** If you do not see the **Add my signature** link, this would mean either the conference data has not been entered by the evaluator or the Principal Professional Development Plan has not been signed for the conference.

**Step 5:** 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**.



The screenshot shows a web application interface with a dark blue header containing the text 'ols' and 'Evaluat'. A white modal dialog box titled 'Add Signature' with a close button (x) is centered. Inside the dialog, the text 'Please enter your PIN to electronically sign this document' is displayed. Below this text is a PIN entry field consisting of a small icon button and a text box containing the placeholder 'enter pin'. To the right of the text box is a red link labeled 'Forgot your PIN?'. At the bottom right of the dialog are two buttons: a white 'Close' button and an orange 'Sign' button. Three red arrows are overlaid on the image: one points to the PIN entry field, another points to the 'Forgot your PIN?' link, and a third points to the 'Sign' button.

These steps will be repeated to complete the Mid-Year and End-of-Year Conference forms once the conferences occur.

*Contact [SCLead.org](https://www.sclead.org) support if you have problems accessing or completing the conference forms.*

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