

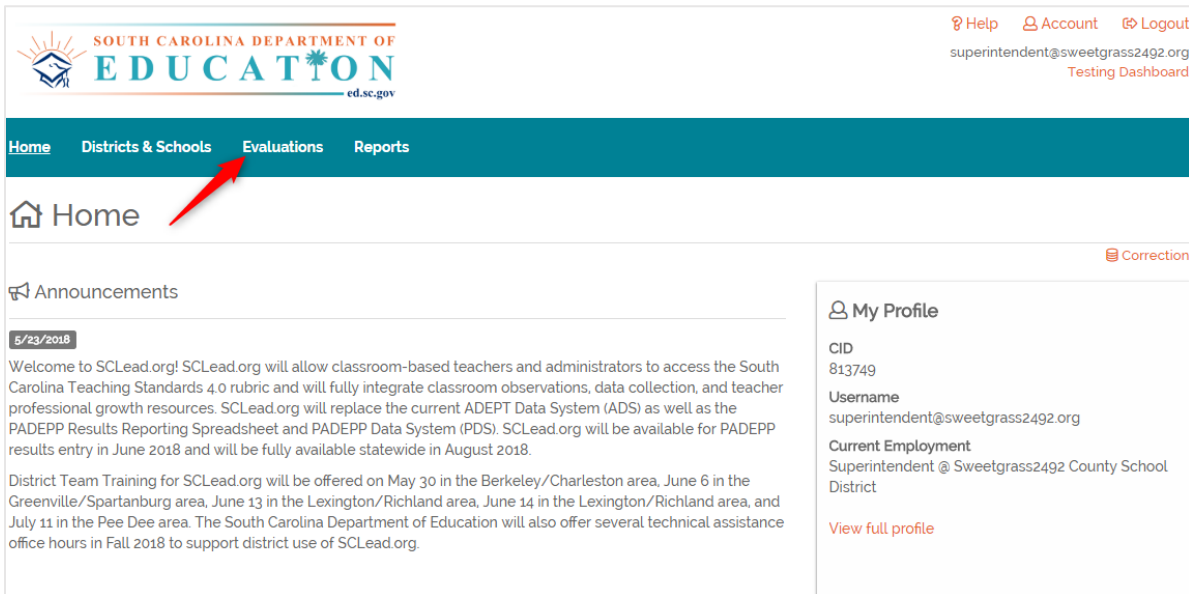
PADEPP – Evaluator Completion of Conference Forms

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 SCLead.org to sign the conference forms.

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



SOUTH CAROLINA DEPARTMENT OF EDUCATION
ed.sc.gov

Help Account Logout
superintendent@sweetgrass2492.org
Testing Dashboard

Home Districts & Schools **Evaluations** Reports

Home

Correction

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
813749

Username
superintendent@sweetgrass2492.org

Current Employment
Superintendent @ Sweetgrass2492 County School District

[View full profile](#)

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.

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

Evaluation Search

CID

Name

Academic Year

[any]

Evaluation Group

[any]

Educator Type

[any]

District

Sweetgrass2492 County

School

[any]

10 | 20 | 50 | 100

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page 1

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

Step 3: Click **Orientation Conference**.

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

Principal (Elementary) Sweetgrass2492

2018-2019 Evaluation | Sweetgrass2492 County School District | PADEPP

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

Overall Status

Conferences

Orientation Conference

Mid-Year Conference

End-of-Year Conference

Professional Development Plan

Principal Professional Development Plan

Assessments

Self-Assessment

Principal's Summative Evaluation Form

Evaluation Team

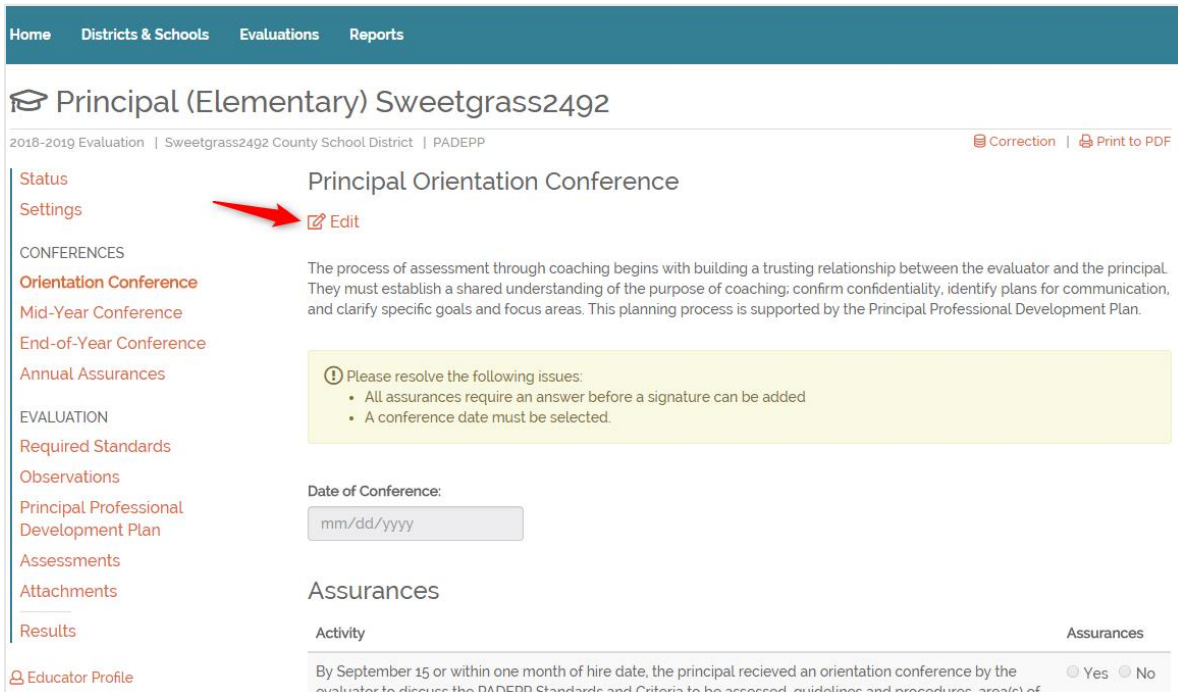
Add Evaluator

Member	Role	Permissions	Assignment Level
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11

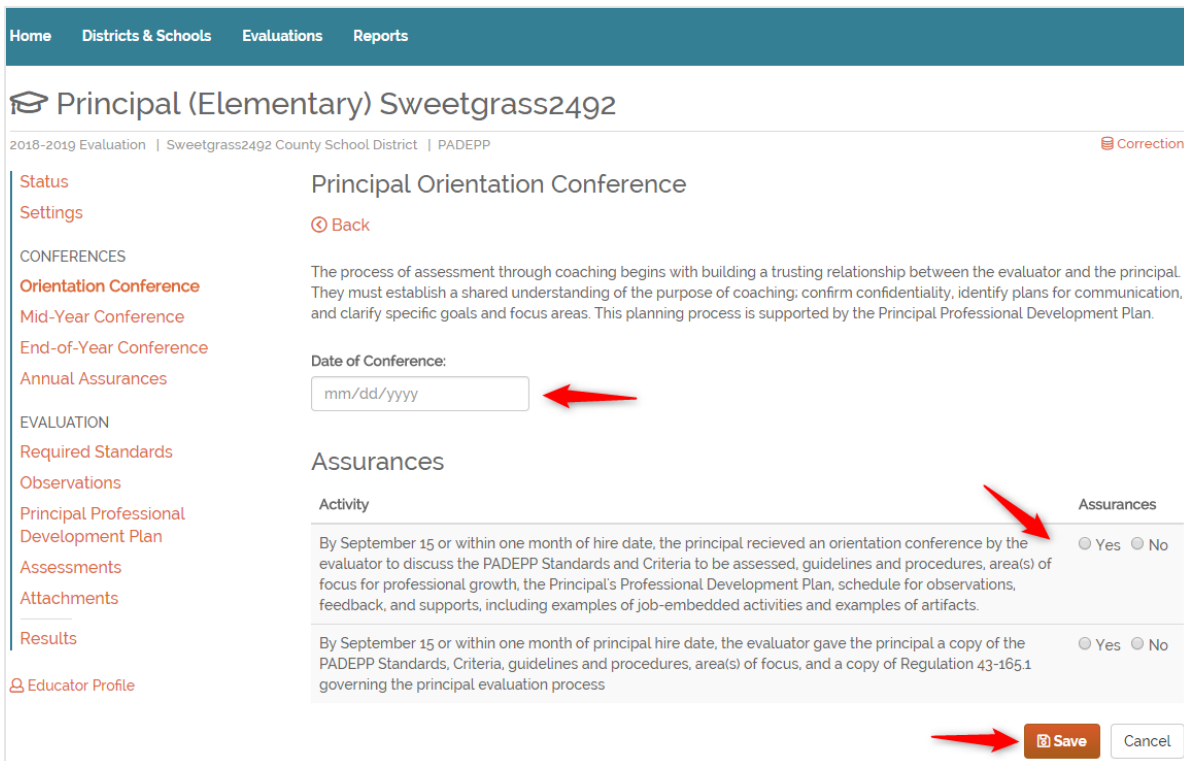
Overall Completion Progress

Step 4: Click *Edit*.



The screenshot shows the 'Principal Orientation Conference' page for 'Principal (Elementary) Sweetgrass2492'. The left sidebar contains a menu with 'Status', 'Settings', 'CONFERENCES', 'Orientation Conference', 'Mid-Year Conference', 'End-of-Year Conference', 'Annual Assurances', 'EVALUATION', 'Required Standards', 'Observations', 'Principal Professional Development Plan', 'Assessments', 'Attachments', and 'Results'. The 'Orientation Conference' section is active. A red arrow points to the 'Edit' button next to the 'Orientation Conference' title. The main content area includes a description of the conference process, a yellow box with a warning icon and text: 'Please resolve the following issues: All assurances require an answer before a signature can be added. A conference date must be selected.', a 'Date of Conference' field with a placeholder 'mm/dd/yyyy', and an 'Assurances' table. The table has two columns: 'Activity' and 'Assurances'. The first row contains the text: '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, areal(s) of' and radio buttons for 'Yes' and 'No'.

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



The screenshot shows the same 'Principal Orientation Conference' page. A red arrow points to the 'Date of Conference' field. Another red arrow points to the 'Yes' radio button for the first assurance activity. A third red arrow points to the 'Save' button at the bottom right of the page. The 'Assurances' table now has two rows. The first row contains the text: '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.' and radio buttons for 'Yes' and 'No'. The second row contains the text: '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' and radio buttons for 'Yes' and 'No'.

Step 6: Click **Add my signature**.

The screenshot shows the 'Principal (Elementary) Sweetgrass2492' page. On the left is a sidebar with navigation links: 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, and Educator Profile. The main content area is titled 'Principal Orientation Conference' with an 'Edit' link. It contains a description of the conference process, a 'Date of Conference' field set to '08/08/2018', and an 'Assurances' table. The table has two rows, each with a description and 'Yes'/'No' radio buttons. Below the table is a 'Signatures' section with a red arrow pointing to a '+ Add my signature' button.

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**.

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 text is a PIN entry field with a red arrow pointing to it. To the right of the field is a link '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.

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.