

MEMORANDUM

TO: District Superintendents
District Principal Evaluation Administrators

FROM: Kimberly Howard, Ed.D.
PADEPP Coordinator, Office of Leadership Effectiveness

DATE: April 1, 2025

RE: Evaluator Training for Program for Assisting, Developing, and Evaluating
Principal Performance (PADEPP)

In preparation for the upcoming 2025-26 school year, we are offering PADEPP evaluator training to new superintendents and new principal evaluators. Anyone who evaluates principals must complete a one-day training. Virtual PADEPP trainings will be offered on July 15, July 29, and August 5. Face-to-face PADEPP trainings will be offered on August 19, August 28, September 4, and September 9. These trainings are repeat sessions, so participants will need to attend only one of the training dates. Each training date has a separate registration link below.

As referenced in South Carolina Regulation 43-165.1, district superintendents are required to be PADEPP trained. **Additional district personnel designated by the superintendent** may be trained at the superintendent's request. Districts are encouraged to have several trained PADEPP evaluators.

If you have anyone who has not been PADEPP trained and will be evaluating principals next school year, please complete the registration forms below and submit a signed verification form with the superintendent's signature to Dr. Kimberly Howard by email at khoward@ed.sc.gov. Confirmations and training details will be emailed to the registrants prior to the training date.

If you have any questions about PADEPP or the upcoming PADEPP training, please contact Dr. Howard at khoward@ed.sc.gov or Kim Mack at kemack@ed.sc.gov.

Verification Form Requiring Superintendent Signature can be found on page 3.

PADEPP Principal Evaluation Sign-Ups

Training Date	Format	Deadline	Registration Link
July 15, 2025	Virtual	July 1, 2025	July 15 Registration
July 29, 2025	Virtual	July 15, 2025	July 29 Registration
August 5, 2025	Virtual	July 22, 2025	August 5 Registration
August 19, 2025	Face-to-face	August 5, 2025	August 19 Registration
August 28, 2025	Face-to-face	August 14, 2025	August 28 Registration
September 4, 2025	Face-to-face	August 21, 2025	September 4 Registration
September 9, 2025	Face-to-face	August 26, 2025	September 9 Registration



**PROGRAM for ASSISTING, DEVELOPING and EVALUATING
PRINCIPAL PERFORMANCE (PADEPP)**

District _____ **Superintendent's Signature** _____

The following participants are approved to register and attend PADEPP evaluator training for 2025-26. Registered participants will receive an email with an invitation to the training with instructions and materials needed.

<u>Name</u>	<u>Position</u>	<u>E-Mail</u>	<u>CID#</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please scan and submit this registration form as an e-mail attachment to Dr. Kimberly Howard, PADEPP Coordinator, Office of Leadership Effectiveness at khoward@ed.sc.gov.

Note: Training will begin at 9:00 am and will end by 4:00 pm.