

South Carolina Department of Education
Program for Assisting, Developing, and Evaluating Principal Performance
Annual Assurances Form

The PADEPP Annual Assurances Form contains a listing of the required activities to be completed prior to and during the evaluation of the principal. At the completion of the Orientation Conference, Mid-Year Conference, and End-of-Year Conference, the evaluator and principal will sign each section when available on the PADEPP Data System (PDS). At the completion of the evaluation process, the evaluator and principal will sign the Principal's Summative Evaluation Form. The superintendent will submit this information to SCDE no later than September 1.

Orientation Conference Activities	Assurances
By September 15 or within one month of hire date, the principal received 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 type="checkbox"/> Yes <input type="checkbox"/> 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 type="checkbox"/> Yes <input type="checkbox"/> No
The evaluator informed the principal of district expectations and requirements for data collection.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>_____ Principal Signature</div> <div>_____ Date</div> <div>_____ Evaluator Signature</div> <div>_____ Date</div> </div>	

Mid-Year Conference Activities	Assurances
The evaluator met with the principal to review the principal's progress on each of the assessed PADEPP Standards and Criteria and goals of Principal's Professional Development Plan.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>_____ Principal Signature</div> <div>_____ Date</div> <div>_____ Evaluator Signature</div> <div>_____ Date</div> </div>	

End-of-Year Conference Activities	Assurances
The evaluator met with the principal to review the principal's progress on assessed PADEPP Standards and Criteria and goals of Principal's Professional Development Plan. Ideally, this meeting would be held by June 30.	<input type="checkbox"/> Yes <input type="checkbox"/> No
The evaluator used all evidence collected, including the Principal Self-Assessment, to provide written evidence to support the summative ratings for each assessed Standard.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Based upon the identified strengths and weaknesses and the school/district renewal/strategic plan, the principal suggested preliminary goals for the next year's Principal Professional Development Plan with the superintendent's approval. Student growth goals may be finalized at the beginning of the next school year based upon available data.	<input type="checkbox"/> Yes <input type="checkbox"/> No
The principal received a copy of the completed Principal Professional Development Plan and Principal's Summative Evaluation Form.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>_____ Principal Signature</div> <div>_____ Date</div> <div>_____ Evaluator Signature</div> <div>_____ Date</div> </div>	

Comments/Feedback:

**South Carolina Department of Education
Program for Assisting, Developing, and Evaluating Principal Performance
Annual Assurances Form**

The _____ (district) has implemented the Program for Assisting, Developing, and Evaluating Principal Performance to evaluate principals in accordance with Section 59-24-40, S.C. Code of Laws as Amended, and State Board of Education Regulation 43-165.1.

For each principal evaluated during the school year, the district superintendent assures that:

1. The district superintendent or designee evaluated the principal.
2. The principal's evaluator has completed training provided by the S.C. Department of Education in the evaluation program consistent with Regulation 43-165.1.
3. The principal received orientation to the PADEPP Standards, Criteria, Regulation, instrument, and district procedures prior to participation in the program. In particular, specific sources of student growth data were reviewed at the beginning of the year as criteria that were used in the principal's summative evaluation.
4. The Principal Professional Development Plan, Summative Evaluation Form, and Annual Assurances Form, page 1, were completed and signed by the principal and evaluator(s). The district maintains copies of the completed forms.
5. A Principal Professional Development Plan was established based on the identified strengths and weaknesses, the school's renewal plan, and area(s) of student growth.
6. The principal received a copy of the signed Principal Professional Development Plan, Summative Evaluation Form, and the Annual Assurance Form, page 1.
7. The results of the principal's evaluation were used in decisions regarding principal development, compensation, promotion, retention, and removal.

The superintendent understands that principals must be evaluated annually on Standards 2 and 9 (full and partial years). NOTE: In the principal's induction year, he/she received oral and informal written feedback on all PADEPP Standards and Criteria; however, the induction principal's evaluation information is not entered into the PADEPP Data System. Second year principals must successfully complete a full evaluation in order to be eligible to move to Tier 2 status at the end of their second year. All other principals must complete a full evaluation at least every three years. Partial evaluations may be conducted every year in between full evaluations, but superintendents may complete full evaluations every year.

The deadline for principal evaluations to be completed and information entered into the Principal Data System annually is September 1.

I have read and understand the information above as supported by the state regulations and statutes.

Superintendent's Printed Name

Superintendent's Signature

Date