

Summary of Evidence: Submitting PPGES Quick Reference Card

CIITS: Submitting Summary of Evidence for PPGES

For additional details on the summative evaluation process, please visit:

<http://education.ky.gov/teachers/PGES/prinpges/Pages/PPGES-Summative-Evaluation-Process.aspx>

(**Note:** You will need either the School Leader Evaluator or District Leader Evaluator role to access the PPGES window)

1. Roll your cursor over **Educator Development** on the navigation bar and click **Summary of Evidence Progress** under Tools and Reports

Tools & Reports
 Teacher effectiveness data and analysis
 My Observation Caseload
 My Observation
 My Professional Growth Plan
 Professional Growth Plan
 Observation Summary
 Student Voice Results
Summary of Evidence Progress
 Self-Reflection
 View Self-Reflection
 Median Student Growth Percentile Results
 PD Reports
 Student Growth Goal

2. Click **Choose another window** and click **PPGES** (this window may already be selected for you by default)

PPGES
 Aug, 01 2014 - Jun, 30 2015
 Group: Principal
 Choose another window

In Progress	Drafts	Submitted
0.0%	0.0%	0.0%
0 of 17 Educators	0 of 17 Educators	0 of 17 Educators

2014-2015

TPGES	Group: Teacher
Aug, 01 2014 - Jun, 30 2015	
OPGES	Group: Other Professiona...
Aug, 01 2014 - Jun, 30 2015	
PPGES	Group: Principal
Aug, 01 2014 - Jun, 30 2015	

3. Click on a Principal's name to open the Summary of Evidence form

Educator Name	Review Status
ANDRADE, JOAN	Not Started
ARMSTRONG, ERONA	Not Started
AYALA, MAX	Not Started
DALTON, BROOKLIN	Not Started

4. Use the **Actions** button to access the **Score Guide** to view the State Decision rules on assigning ratings

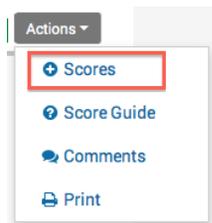
Actions

- Scores
- Score Guide**
- Comments
- Print

PPGES DECISION RULES FOR SUMMATIVE EVALUATION

Minimum Criteria for Determining A Principal's Professional Practice Rating		State Overall Decision Rules for Determining an Educator's Overall Performance Category		
If	Then	PROFESSIONAL PRACTICE RATING	STUDENT GROWTH TREND RATINGS	OVERALL PERFORMANCE CATEGORY
Principal or Assistant is rated Exemplary in at least four of the standards and no standard below Accomplished	Professional Practice rating shall be EXEMPLARY	Exemplary	High OR Expected	EXEMPLARY
Principal or Assistant is rated Accomplished in at least four standards and no standard rating is below Developing	Professional Practice rating shall be ACCOMPLISHED	Accomplished	High	EXEMPLARY
Principal or Assistant is rated Developing in at least five standards	Professional Practice rating shall be DEVELOPING	Developing	Expected	ACCOMPLISHED
Principal and Assistant is rated ineffective in two or more standards	Professional Practice rating shall be INEFFECTIVE	ineffective	High, Expected or Low	DEVELOPING
			High, Expected or Low	INEFFECTIVE

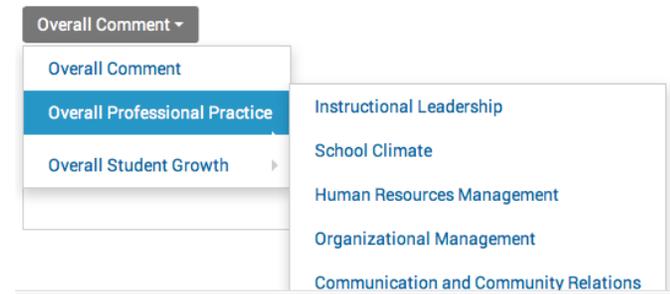
- Use the **Actions** button to access the **Scores** page where you can select standards scores, group scores, and an overall score. When you are finished entering scores, click the **Save** button



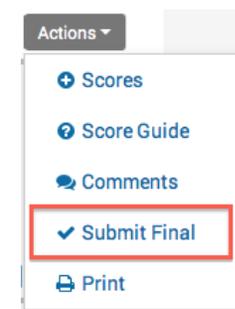
Start Here

11 Overall Score	Select Score
7 Overall Professional Practice Group	Select Score
1 Instructional Leadership	Select Score
2 School Climate	Select Score
3 Human Resources Management	Select Score
4 Organizational Management	Select Score
5 Communication and Community Relations	Select Score
6 Professionalism	Select Score
10 Overall Student Growth Group	Select Score
8 Student Growth - Local Contribution	Select Score
9 StudentGrowth- StateContribution	Select Score

- Click the comment selector to choose which rating you would like to comment on. After you enter your comment, click **Save**.

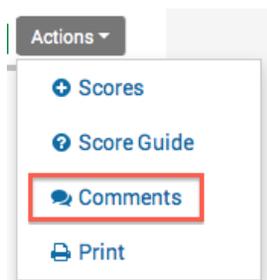


- Use the **Actions** button and click **Submit Final** when you are ready to complete the summative evaluation. Once you Submit Final, the principal will be able view the evaluation and you will no longer be able to make edits



Note: It is important to note the order in which the items are listed. You may wish to **start with Instructional Leadership** to enter all standard ratings prior to entering the Overall Professional Practice (Group) rating. One would then enter local and state contribution rating prior to entering the Overall Student Growth (Group). The final rating one would enter is, Overall Score, the principal's overall performance category rating.

- Use the **Actions** button to enter **Comments** (optional) for any of the scores you entered.



- Use the **Actions** button to **Print** the completed form if you would like to keep a paper copy

