1. Click on My Staff TKES/LKES Plans. Click on drop down arrow by All Evaluations and select Leader Keys Effectiveness System for the current year.

2. Click on selected leader.

3. Click on Leader Effectiveness Measure. Click Component Rating.

4. Click on Edit.
5. **Student Growth (40%).**

If there is **MGP Data**, it will be imported automatically and will appear in this box.

If there is **NO MGP Data**, the Evaluator will complete the Non-MGP Schools and the Measure utilized for Non-MGP Schools selections.

Options for Non-MGP Schools include:

- **Evaluator will select a Level III based on the District’s Mean Growth Percentile (MGP) for each Non-MGP leader.**  
  *This component rating will not affect the leader’s overall LAPS Summative Rating.*

- **Evaluator will select District Mean Growth Percentile (MGP) as the measure for Non-MGP leader’s rating.**  
  *This component rating will not affect the leader’s overall LAPS Summative Rating.*

*Non-MGP Schools:*

- Select a Level based on the District’s Mean Growth Percentile (MGP) for each Non-MGP school.

*Measure utilized for Non-MGP Schools:*

- Select the Measure used to calculate the Non-MGP school’s Mean Growth Percentile (MGP).
How To Complete Component Ratings

6. **Combination of Additional Data** (20%) is NOT RATED this year.

   ![Combination of Additional Data](image)

   **Component not rated for the 2016-2017 School Year**

8. **School Climate Star Rating Survey** (10%). Select a Level rating from the drop down menu OR choose Does Not Apply (DNA). If DNA is selected, please use the School Climate Star Rating Survey Comments box to provide explanation.

   ![School Climate Star Rating Survey](image)

   ![School Climate Star Rating Survey Comments](image)

   Leader will use the above rubric to enter the School Climate Star Rating Survey.

   *This component rating will not affect the leader’s overall LAPS Summative Rating.*

9. Click *Save and Exit.*