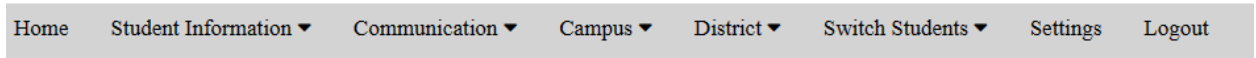


How to submit a TAE for a Teacher or Staff member

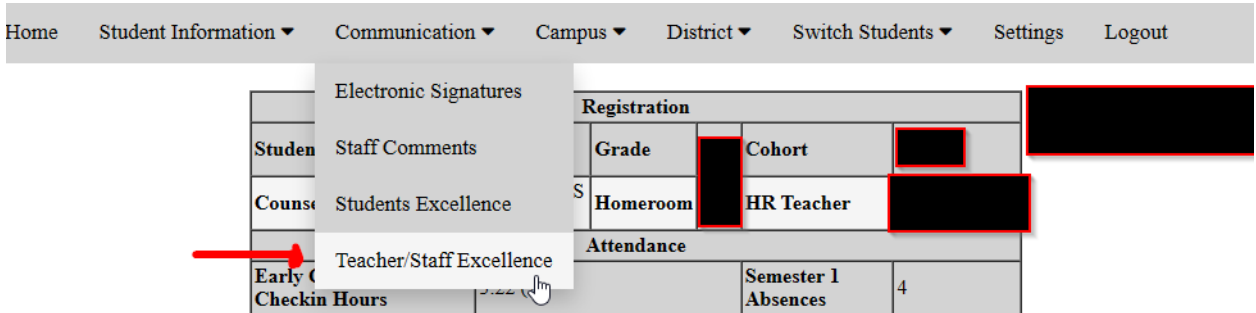
1. Go to the parent access portal and login using your credentials. If you do not have access you will need to register for one. <https://pac.conroeisd.net/>



2. Hover over the Communication Tab




3. You will see a drop down menu appear. Click on "Teacher/Staff Excellence"



4. You will now see your screen look like this. Select your Teacher or Staff member from the drop down menu.

Teacher / Staff Achieving Excellence	
Teachers/Staff Achieving Excellence (TAE) is a communication tool to recognize the excellence of the staff at your campus. Once completed and submitted, an e-mail will be sent to the staff member as well as all the administration for that campus.	
Select employee	
<input type="text"/>	
<input type="button" value="Create TAE"/>	

5. After you have selected your Teacher or Staff members name, you may now select the reason for the TAE and or type in any additional notes/ comments that you would like for them to read. Do not forget to press the blue submit button at the bottom for them to receive it.

Teachers Achieving Excellence (TAE)			
[REDACTED]			
Submitter	Created Date	Date	Select Course
[REDACTED]	[REDACTED]	[REDACTED]	None 

Parent/Student Created
<input type="checkbox"/> Tutoring my child <input type="checkbox"/> Help resolving an issue <input type="checkbox"/> Additional attention to my child <input type="checkbox"/> Very positive <input type="checkbox"/> Goes the extra mile to help <input type="checkbox"/> Caring <input type="checkbox"/> Takes an interest in my child <input type="checkbox"/> Motivates my child <input type="checkbox"/> You make the class fun <input type="checkbox"/> My child loves your class <input type="checkbox"/> Great communication (verbal or email) <input type="checkbox"/> You made me feel welcome at your school <input type="checkbox"/> Great lesson today <input type="checkbox"/> Your class is interesting
Additional Comments

Username: [REDACTED]
Name: [REDACTED]
IP: [REDACTED]
Student: [REDACTED]

Create Teachers Achieving Excellence (TAE) for [REDACTED]