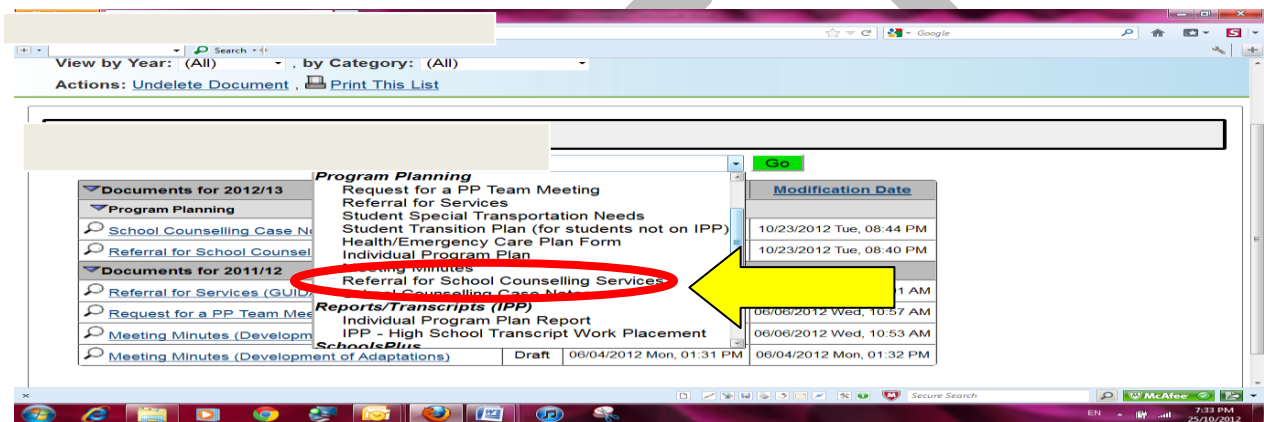


## School Administrators TIENET Referral for School Counselling Services- Draft

### ★ Referral for School Counselling Services

In TIENET, the **Referral for School Counselling Services** document can be created and completed by school guidance counsellors or school administrators and forwarded to the counsellor. Counsellors can view and edit any of the created counselling documents. School Administrators can only view referrals.

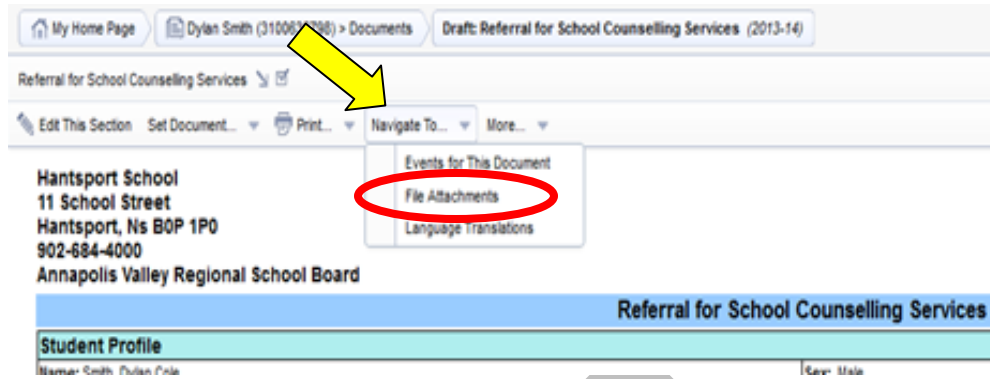
To create the referral, in the student's document library, open the drop down menu to **Create New Document**, choose **Referral for School Counselling Services** and click **Go**. You do not need to add a comment in the comment box for this document, just click **New**.



The person completing the referral must complete the required fields in each of the following sections – **Referral Source**, **Reason for Referral**, **Additional Information** (Note: information of a highly sensitive nature should not be recorded as Additional Information but is better shared verbally with the counsellor), and **Previous Communication Regarding the Referral** as indicated below. Then the referral gets **Saved** and forwarded to the school counsellor under **Actions** and then **Send Message with Document**.

Referral Source			
Referred By: (none) ▼	Name: <input style="width: 90%;" type="text"/>		Referral Entered By: <input style="width: 90%;" type="text"/>
Reason for Referral			
Referred for: (none) ▼	Referral Date: <input style="width: 90%;" type="text"/>		Urgency: (none) ▼
Additional Information			
Previous Communication Regarding the Referral			
Was there previous communication with the home regarding this referral? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Is the student aware of the referral? <input type="checkbox"/> Yes <input type="checkbox"/> No			

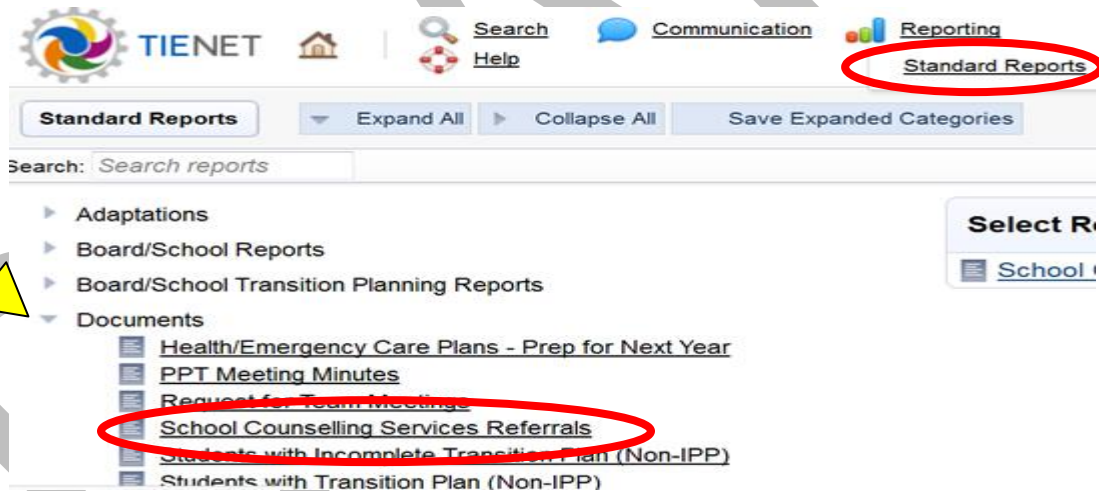
If needed, electronic attachments can be made to the referral document by going to **Navigate To...** at the top, then **File Attachments** (see below) and following the instructions from there.



Upon receiving the referral, the Counsellor will decide how to proceed with the referral. The **Referral for School Counselling Service** will now be accessible in the student's document library and can be viewed only by the Counsellor and School Administrator.

 **The Referral for School Counselling Services Report**

School Counsellors and Administrators can pull out a list from TIENET of all students who have been referred for School Counselling Services. To do this, on any TIENET page is **Reporting** at the top. Then from **Standard**, and **Documents** is **School Counselling Service Referrals**.



This gives a list of students from the school with supporting information that have been referred for School Counsellors Services. This information can be sorted, downloaded, printed, etc.

School Counselling Services Referrals: Hantsport School											
School	School Year	ID	Last Name	First Name	Grade	Sex	Age	Urgency	Counsellor Name	Decision Date	Document Status
	2012-13				04	Female	12				Draft
	2013-14				08	Male	15	Low		01/24/2014	Draft
<b>2 Documents</b>											