



Nova Scotia Student Information System

Nova Scotia Public Education System

Creating Program Planning Team (Stage 4) Adaptations in TIENET

Quick Reference Guide

Revision Date:
November 4, 2015

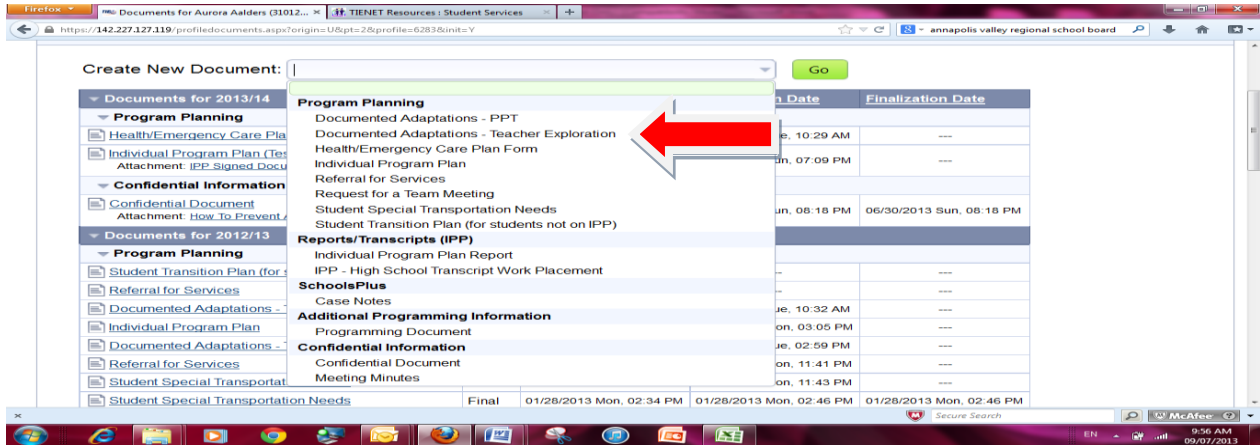
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1 ADAPTATIONS IN TIENET

Go to the student's document library and choose Documented Adaptations – PPT from the **Create New Document** dropdown list. The suggested Label/Comment for Documented Adaptations is the grade and subject(s).



1.1 CREATING ADAPTATIONS

Before choosing Specific Adaptations, complete the Parent Communication and Student Strengths/Challenges/Interests sections.

Timely and ongoing communication between the school and parents/guardians is a critical element in the determination of appropriate programming for individual students.

- Parent/Guardian Informed and Contacted on
- If appropriate, Student Informed and Contacted on

	Teacher or Staff Member	Conversation Summary (who, about what, and how they were contacted?)	Date of Conversation
++ ↑ ↓ -- (ID) lookup			
+			

Adaptations are developed on the basis of the specific strengths, challenges and interests of a student and within the context of the public school program curriculum outcomes. Therefore, the student's strengths, challenges and interests must be considered before developing specific adaptations.

Student Strengths	Student Challenges	Student Interests

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Once the document is created the Program Planning Team must fill in the appropriate adaptations. There are drop down menus with adaptations for each category. For each category there is also an “Other”.

When choosing “Other” make sure to fill in the “Specify Other” text box below with the information describing what the “Other” adaptation is.

When filling out the “Person(s) Responsible” **do not** include a teacher’s name. Indicate the person(s) responsible by role, ex. classroom teacher or resource teacher.

Specific Adaptations		
Specify Adaptations within the Provincial School Program Grade Level Curriculum Outcomes		
Organizational Strategies		
Specific Adaptation(s)	Person(s) Responsible	
Use buddy system	st	test
Further Details: (Optional)		
Use visual schedule / agenda	test	test
Further Details: (Optional)		

Note: You are limited to three “Other” adaptations per category.

After completing the adaptations you must enter a **Proposed Review Date**. Adaptations must be formally reviewed at least once during the school year or once per semester for high schools.

Proposed Review Date: 06/05/2013

Actual Date of Review: 06/05/2013

Adaptations require review at least once annually (Policy 22, Special Education Policy) and it is recommended that reviews occur once each semester at the high school level.

Author: CHARLES (MacDonald, Charles) (ID) [lookup](#)

Save, Done Editing | Save, Continue Editing | Cancel Editing

1.2 REVIEWING AND FINALIZING ADAPTATIONS

When doing the formal review of the adaptations you must put the document into **Review Status**. Go to **Set Document...** dropdown and select **Status from Draft to Review**. On the Set Document Status screen click **Accept and OK**. Once in Review Status click on **Edit this Section** to complete the **Review Results** column. Adaptations stay in Draft/Review until the end of the course.

Sections

- Status from Draft to Review
- Status from Draft to Final
- Label/Comment

Berwick and ...
220 Veteran's Drive
Berwick, Ns B0P 1E0

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All Specific Adaptations default to **Continue**. If **Discontinue** is chosen a rationale must be provided.

The screenshot shows a table with two columns: 'Subject Area(s)' and 'Review Results'. The 'Review Results' column contains a dropdown menu with options: 'Discontinue (none)', 'Continue', and 'Discontinue'. A red arrow points to the 'Discontinue' option. Above the table are two buttons: 'Save, Done Editing' and 'Save, Continue Editing'.

Once the adaptations are formally reviewed enter an **Actual Review Date**. Additional Review Dates may be entered as required.

The screenshot shows two date fields: 'Proposed Review Date: 06/05/2013' and 'Actual Date of Review: 06/05/2013'. A red arrow points to the 'Actual Date of Review' field. Below the dates is a text field for 'Author: CHARLES (MacDonald, Charles)' with an '(ID) lookup' button. A red arrow points to the 'lookup' button. At the bottom are three buttons: 'Save, Done Editing', 'Save, Continue Editing', and 'Cancel Editing'.

If the author is not correct, select “lookup” and select the correct author.

The adaptation document must be set to **Final Status** by the end of the school year or semester. Go to **Set Document – Status from Review to Final**.

The screenshot shows a dropdown menu for 'Set Document...' with options: 'Sections', 'Status from Review to Final', 'Status from Review to Draft', and 'Label/Comment'. A red arrow points to the 'Status from Review to Final' option. Below the menu is a document card for 'Berwick and District School' with contact information: '220 Veteran's Drive, Berwick, Ns B0P 1E0, 902-538-4720, Annapolis Valley Regional School Board'.