



Nova Scotia Student Information System

Nova Scotia Public Education System

Creating Teacher Exploration (Stage 2) Adaptations in TIENET

Quick Reference Guide

Revision Date:
November 4, 2015

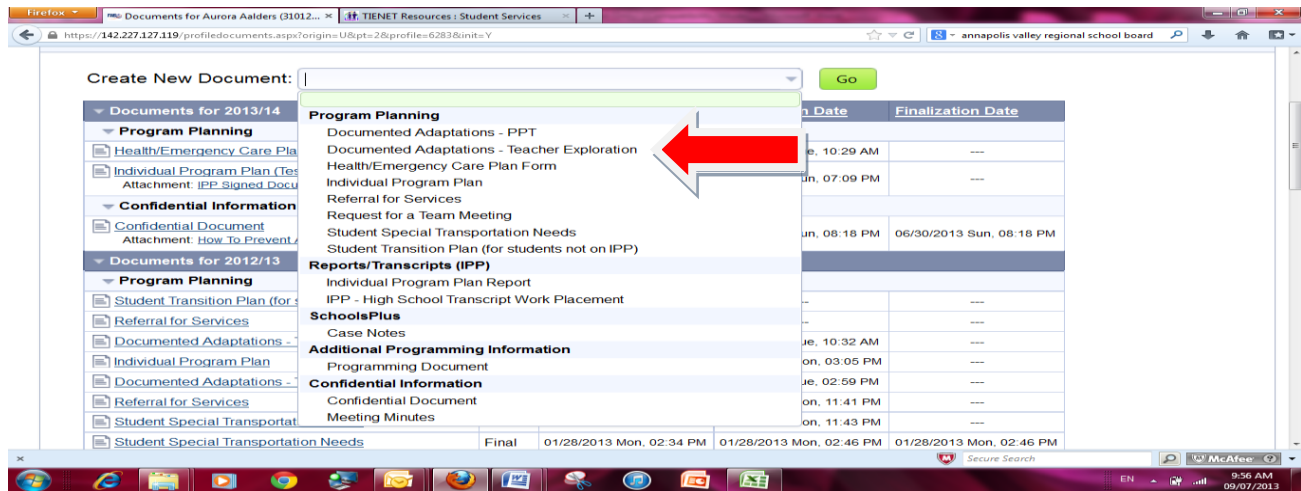
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1 ADAPTATIONS IN TIENET

Go to the student's document library and choose Documented Adaptations – Teacher Exploration 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. Should another Stage 2 adaptation exist for the same student, it is recommended that you communicate with the teacher(s).

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 11/4/2015
- If appropriate, Student Informed and Contacted on 11/4/2015

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 teacher 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.

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

Specific Adaptation(s)	Person(s) Responsible
Use buddy system	st
Use visual schedule / agenda	test

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 2.2, 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

Sections

Status from Draft to Review

Status from Draft to Final

Label/Comment

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end of the course.

All Specific Adaptations default to **Continue**.

If **Discontinue** is chosen a rationale must be provided.

Subject Area(s)	Review Results
st	Review of Adaptation Rubric (Please provide rationale (required if discontinued): Test Discontinue (none) Continue Discontinue
st	Review of Adaptation Rubric (none) (Please provide rationale (required if discontinued):

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

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

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 ABC

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**.

My Home Page Aurora Aalders (3101244659) > Documents

Edit This Section Set Document... Print... Navigate To...

Docu

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

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