



Nova Scotia Student Information System

Nova Scotia Public Education System

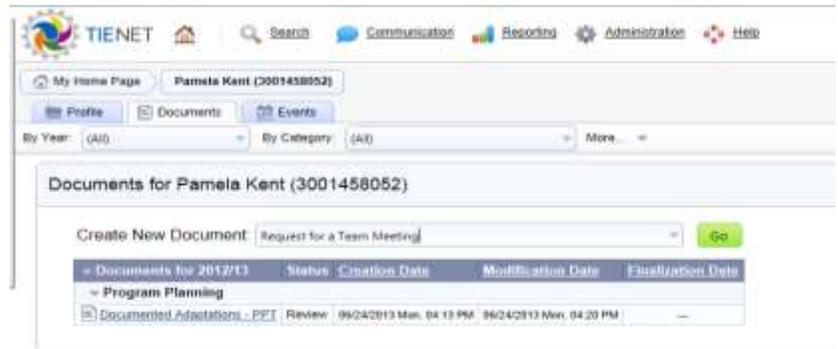
# Request for a Program Planning Team Meeting in TIENET

Quick Reference Guide

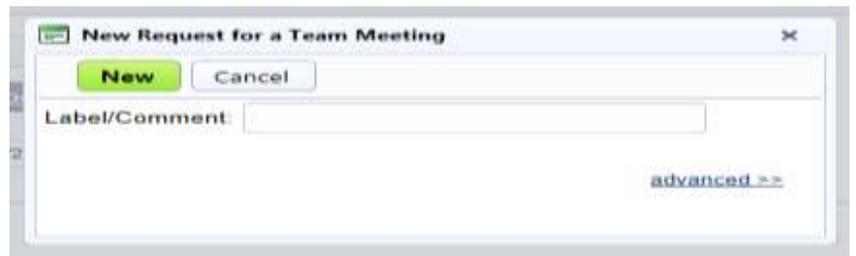
Revision Date:  
December 18, 2014

## 1 REQUEST FOR A PPT TEAM MEETING

- From your “**My Classes**” section of your homepage, locate the student from one of your classes in your class roster.
- Go to the student’s document library.
- From the “**Create New Document**” dropdown select “**Request for a Team Meeting**” under the Program Planning section.



- After you click on the **Go** button, you will need to add a comment in the **Label/Comment** field. For this particular document, simply type in the name of the individual making the request. Click “**New**”.



- The form then appears ready to be completed by the user.

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

To complete this section, fill out the form below and click save above.

Avon View High School  
226 Payzant Drive  
Windsor, Ns B0N 2T0  
902-792-6740  
Annapolis Valley Regional School Board

### Request for a Team Meeting

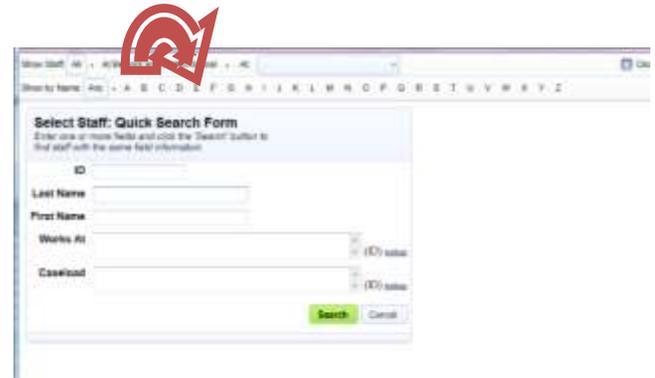
| Student Profile  |                               |
|--|-------------------------------|
| Name: Kent, Pamela Kathleen                            | Sex: Female                   |
| Date of Birth: 09/05/1994                              | Student ID Number: 3001458052 |
| Self-identification Aboriginal No:                     | Ancestry:                     |
| School: Avon View High School                          | Principal:                    |
| School Year: 2012-13                                   | Grade: 12                     |
| Parent(s)/Guardian(s): Alexander Kent, Kathleen Powell | Homeroom:                     |
| Home Phone (xxx.xxx.xxxx): 902-795-5262                |                               |

**Source of Request:**

Classroom Teacher      Resource Teacher      Parent/Guardian      Student  
 School Administrator/Designate      Guidance Counselor      Other (Specify role)

Author: POEVLIER (DeViller, Pam)     ID: Issue     Date of Request: 09/24/2013

- The first section to complete is the **“Source of Request”**. Simply click in the box of the individual who is making the request (multiple sources can be checked but must be entered one at a time). If it’s a staff member, then you must use the **“Look-Up”** to find that person’s name. The **“Look-Up”** will allow you to do a search of your staff. Choose the first letter of that person’s last name and a list will appear. You may also use the **“Last Name”** and **“First Name”** fields to complete your search. Find the staff member and click on the green **“Search”** button and his/her name will automatically appear in the form.



- The **“Author’s”** name appears automatically as well as the **“Date of Request”**.
- The next section is the **“Reason(s) for Request”** and this is a required field in TIENET, as it appears in a pinkish red. This is a text box field whereby you indicate why you feel the student needs to be further discussed by the Program Planning Team. Once this section is completed it will turn from red to yellow.

The screenshot shows a form with several sections. At the top, there are fields for "School Administrator/Designate" (with a dropdown menu showing "FDEVILLER (DeViller, Pam)"), "Guidance Counselor:" (with an "ID" dropdown), and "Date of Request:" (with a date picker showing "3/6/2013"). There are "Save, Done Editing" and "Save, Continue Editing" buttons. Below these is the "Reason(s) for Request:" section, which is highlighted in pink. Below that is the "Documented Adaptations/Strategies:" section with a dropdown menu. The "Notes:" section has a heading "(Please provide additional information supporting this request)" and two checkboxes: "Student's Cumulative/Confidential Record(s) Reviewed" and "Parent/Guardian Informed and Contacted". At the bottom, there is an "Office Use Only" section with "Disposition of Request:" (with checkboxes for "Continue Exploration of Instructional Strategies (Stage 2)" and "Meeting of the Program Planning Team scheduled for:"), "Date of Disposition:", and "Additional Comments:". There are "Save, Done Editing", "Save, Continue Editing", and "Cancel Editing" buttons at the very bottom.

- The “**Documented Adaptations/Strategies**” section has one required field that must be completed. It asks you to indicate whether or not Documented Adaptations exist. Simply select the desired option from the drop down menu (black triangle).
- If the Documented Adaptations do not exist, you will have to fill out the “**Exploration of Strategies**” section.

**Documented Adaptations/Strategies:**  
Documented Adaptations **do not exist** ▼

**Exploration of Strategies:**

| Strategies                                   | Results | Person(s) Responsible                                    |
|--|---------|--|
| <input type="button" value="Add Row"/> ↑↓ 🗑️ |         | (ID) <a href="#">lookup</a> / <a href="#">non-lookup</a> |



**Notes:** (Please provide additional information supporting this request)

**Yes** ▼ Student's Cumulative/Confidential Record(s) Reviewed      **Yes** ▼ Parent/Guardian Informed and Contacted

- Select “Yes” or “No” to indicate if the student’s cumulative/confidential record(s) have been reviewed and if parents/guardians are informed of concerns.
- Once you’ve completed this document, please click on the green “**Save, Done Editing**” button. Your form has now been placed in a report and it doesn’t need to be given to your resource teacher. He/She will know that a request has been made.

NB: The “**Office Use Only**”, at the bottom of the document, is to be completed by the School Administrator or Resource Teacher.