



Nova Scotia Student Information System

Nova Scotia Public Education System

Request for a PPT Meeting

Quick Reference Guide

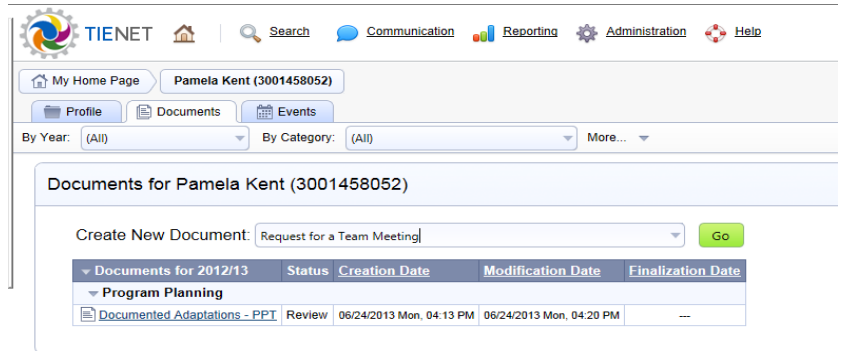
Revision Date:
July 2, 2013

Contents

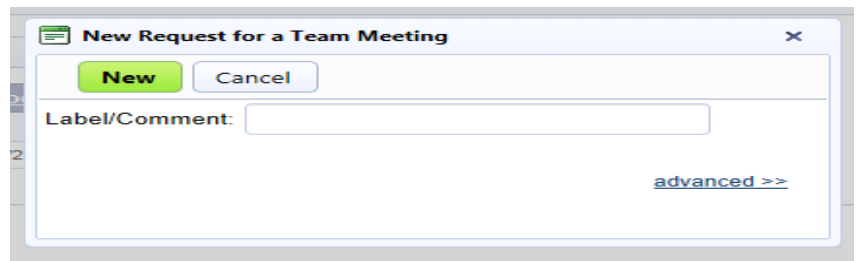
1 Request for a PPT Team Meeting3

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.

ABC

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

Avon View High School
 225 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: 06/05/1994	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): 902-798-5262	

Source of Request:

Classroom Teacher:
 Resource Teacher:
 Parent/Guardian
 Student

School Administrator/Designate:
 Guidance Counsellor:
 Other: (Specify title)

Author: PDEVILLER (DeViller,Pam) (ID) [lookup](#)
 Date of Request: 06/24/2013

- The first section to complete is the **“Source of Request”**. Simply click in the box of the individual who is making the request. 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.

Search Staff: All | At Board | School | At

Show by Name: Any | A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Select Staff: Quick Search Form
Enter one or more fields and click the 'Search' button to find staff with the same field information.

ID:

Last Name:

First Name:

Works At: (ID)

Caseload: (ID)

- 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.

School Administrator/Designate: Guidance Counsellor:

Author: PDEVILLER (DeViller, Pam) (ID) Date of Request: 06/24/2013

Reason(s) for Request:

Documented Adaptations/Strategies:
Documented Adaptations:

Notes: (Please provide additional information supporting this request)

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

Disposition of Request: *Office Use Only* Date of Disposition:

Continue Exploration of Instructional Strategies (Stage 2)
 Meeting of the Program Planning Team scheduled for:

Additional Comments:

- 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) <input type="button" value="lookup"/> (Non-lookup)

Notes: (Please provide additional information supporting this request)

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

- 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. This section can only be accessed if the document’s status is in “**Review**”.