



Nova Scotia Student Information System

Nova Scotia Public Education System

School Counselling Activity Log in TIENET

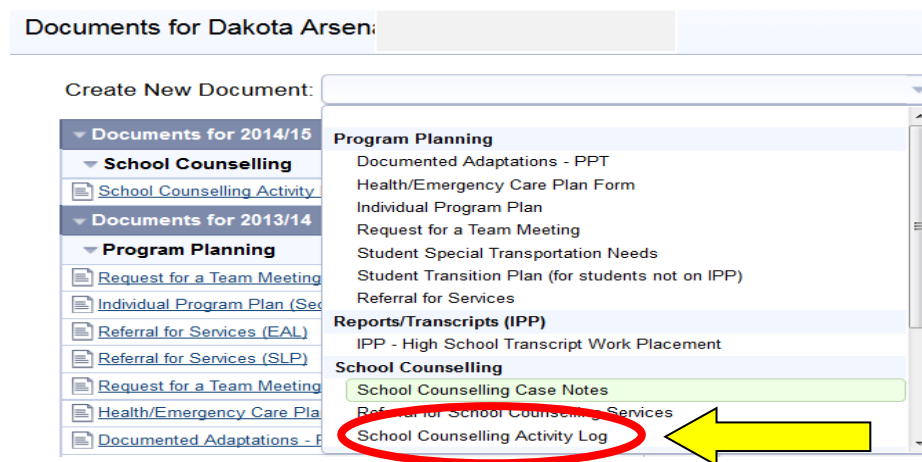
Quick Reference Guide

Revision Date:
Nov 4th, 2015

1 TIENET SCHOOL COUNSELLING ACTIVITY LOG

In TIENET, the **School Counselling Activity Log** is a confidential student document for the school counsellor to keep an on-going log of counselling activities and services provided to support a student that are outside of an ongoing counselling relationship and do not require consent. Such activities may include things like **communication (telephone, e-mail, etc.)**, **programming support**, **incident consultation**, **course changes**, **post-secondary support** and/or **other** notes about a student’s program related to school counselling services during a particular school year.

If needed, this document is opened once per school year and used throughout. This is accessed in the student’s TIENET documents using **Create New Document, School Counselling Activity Log, Go**, then **New** – no **Label/Comment** needed.



Each entry includes the **Date** (defaulting to the date the entry is generated but can be changed using the Calendar icon), the **Activity Log Entry Type** (use drop-down menu for choices – **Other** will provide an additional text box to add more info), the **Author** (will get filled in when the document gets saved) and **Note(s)**. Then the entry needs to be **Saved**. Any subsequent entries during the school year will be made the same way by re-opening the document, clicking **Edit this Section** and after **+** (Below the Date) is clicked to activate a new entry row. Rows will be ordered from most recent entered at the top but can be rearranged using the up and down arrows. Good practice would suggest that the most recent entries by date should be at the top.

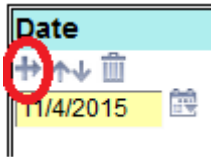
School Counselling Activity Log in TIENET

Quick Reference Guide

Nov 4th, 2015

School Counselling Activity Log			
Student Profile			
Name: Burns, Braxton Alexander		Sex: Male	
Date of Birth: 09/17/2002		Student ID Number: 3101097396	
Self-Identification Aboriginal: No		Ancestry:	
School: Berwick and District School		Principal:	
School Year: 2015-16		Grade: 07	
Parent(s)/Guardian(s): Lori Kinsman, Chris Burns		Homeroom: 7/8Grove	
Home Phone (xxx-xxx-xxxx): 902-375-2418			

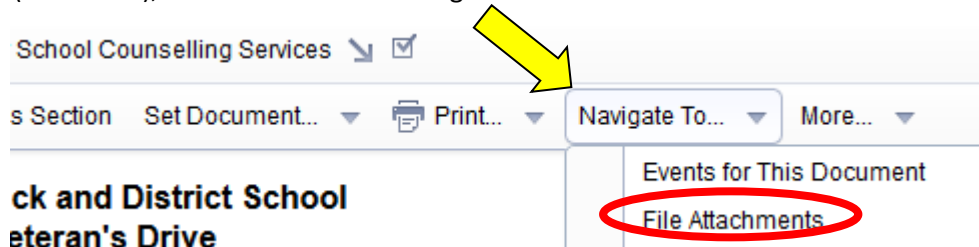
Date	Log Entry Type	Author	Note(s)
11/4/2015	(none)		



This document remains in **Draft** throughout the school year so that additional entries can easily be made by the school counsellors who have access to the student's TIENET documents. It then should be finalised at the end of the school year (or when a student transfers schools) and will be archived for future viewing.

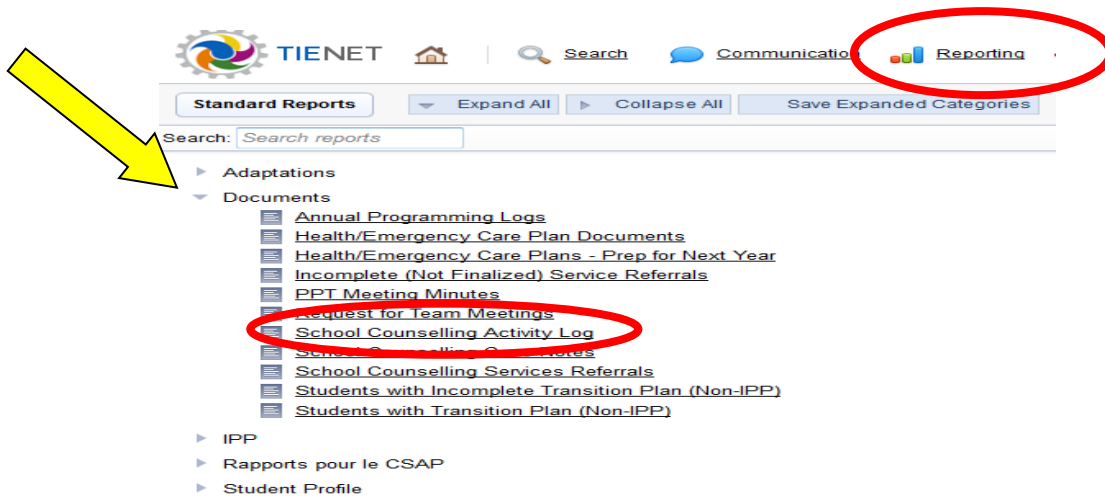
Date	Log Entry Type	Author	Note(s)
08/18/2014	Other Specify Other: TIENET Testing	PAM (Pritchard,Pam) (ID) lookup	Testing the new School Counselling Activity Log
08/19/2014	Communication	PAM (Pritchard,Pam) (ID) lookup	Called home to discuss playground incident (again kicking rocks at other students and refusing to stop when asked by the playground supervisor). Talked to Grandma who will talk to D. about it tonight.
08/19/2014	Incident Consultation	PAM (Pritchard,Pam) (ID) lookup	Talked to D. about playground incident and possible solutions (again kicking rocks at other students and refusing to stop when asked by the playground supervisor). Also talked about calling Grandma to discuss the incident.

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



2 SCHOOL COUNSELLING ACTIVITY LOG REPORT

School Counsellors can pull out a list from TIENET of all students who have a School Counselling Activity Log created. To do this, on any TIENET page is **Reporting** at the top. Then from **Standard Reports, Documents,** and **School Counselling Activity Log**, users enter **School Year From:** and **School Year To:** to select a date range for the report, then click **Update Report with Values.**



This gives a list of students from the school with supporting information that have this document created for them in TIENET with a quick link/access to the document. This information can be accessed, sorted, downloaded, printed, etc.