



Nova Scotia Student Information System

Nova Scotia Public Education System

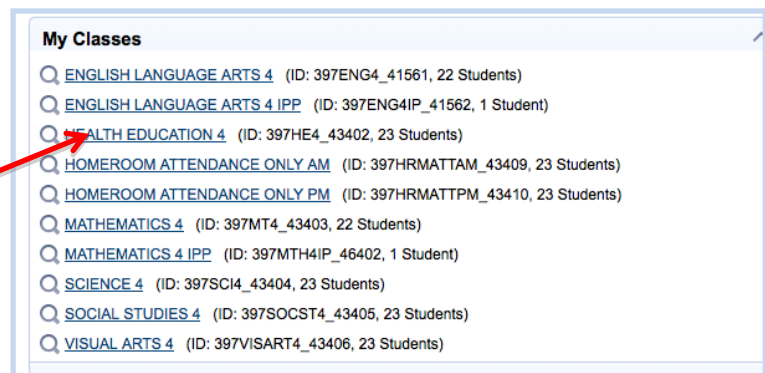
Requesting a Team Meeting (School Based/Program Planning) in TIENET as a Classroom Teacher

Quick Reference Guide

Revision Date:
January 21, 2016

1 REQUEST A TEAM MEETING

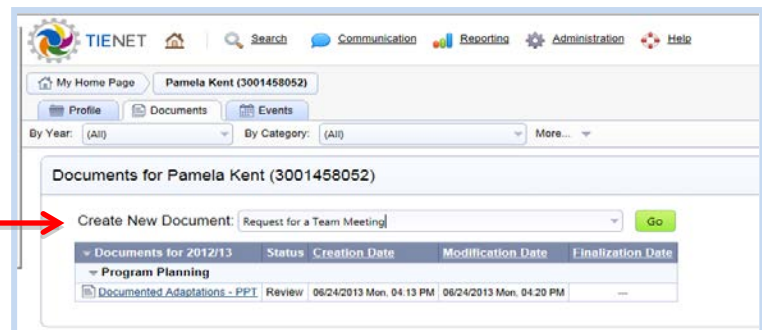
- Choose the class the student is enrolled in from the **“My Classes”** section on the homepage.



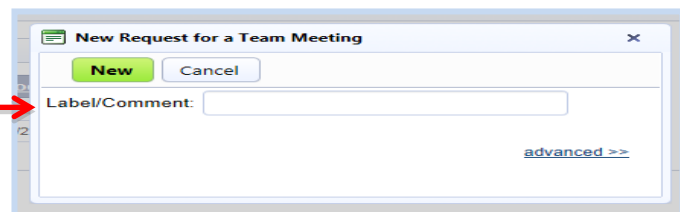
- Click on the down arrow beside the student's name to open the **Documents** section of the student.



- From the **“Create New Document”** dropdown select **“Request for a Team Meeting”** under the Program Planning section.



- Enter ***School-Based or Program Planning*** in the **“Label/Comment”** field.
- Click **“New”**.



- Choose the type of request.

- Complete the “**Source of Request**” by clicking 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 a staff member is making the request, use “**Look-Up**” to find the name. The “**Look-Up**” allows a search of all staff. A list will appear after choosing the first letter of a last name. The “**Last Name**” and “**First Name**” fields may also be used to complete a search. Enter the staff member, click on “**Search**” and the name will automatically appear in the form.

- The “**Author’s**” name and “**Date of Request**” appear automatically.
- All pink fields required completing; **Reason(s) for Request, Documented Adaptations/Strategies, Student’s Cumulative/Confidential Records Reviewed and Parent/Guardian Informed and Contacted.** Indicate why you feel the student needs to be further discussed at a School Based Team/Program Planning Team.

- If Documented Adaptations do not exist, the “**Exploration of Strategies**” section is required.

- Click on “**Save, Done Editing**” upon completion. The document can now be located from a report run by a School Team or Program Planning team member in TIENET.
- The “**Office Use Only**”, at the bottom of the document, is completed by an Administrator or designate.