



Nova Scotia Student Information System

Nova Scotia Public Education System

Confidential Documents in TIENET

TIENET Quick Reference Guide

Revision Date:
Nov 4th, 2015

The Electronic Confidential Record is designed in accordance with the Nova Scotia Student Records Policy (SRP) and the Freedom of Information Protection of Privacy Act (FOIPOP). As such, the Student Records Policy and provisions outlined within the policy should be referenced and consulted when necessary.

In TIENET, **Confidential Documents** related to student program planning are uploaded and attached as **Confidential Information**. This includes psychological, psycho-educational, psycho-social, formal speech-language assessment reports, confidential case conference reports, etc. **Suspension** information for NS students is managed in **PowerSchool**, however, Suspension Letters (Greater than 10 Days) are to be uploaded in the **Confidential Information** area of TIENET.

Scan third party documents/files/reports first in order to have an electronic copy on the desktop. Only documents supporting Program Planning are to be uploaded.

In TIENET, **Confidential Documents** are attached once and will always be accessible year after year within the student's Document Library. Effective September 2015, the following Confidential Documents exist in TIENET:

Confidential Record - Other (2010-11 to 2014-15)

Confidential Document

Confidential Record - APSEA

APSEA Assessment Report

Confidential Record - Meeting Minutes

Meeting Minutes

Confidential Record - School/Board Documents

Assistive Technology

Behavioural Report

Consent Forms & Information Sharing Forms

Level A & B Assessment Report

Psycho-Educational (School/Board)

Speech Language Pathology (School/Board)

Suspension (Greater than 10 Days)

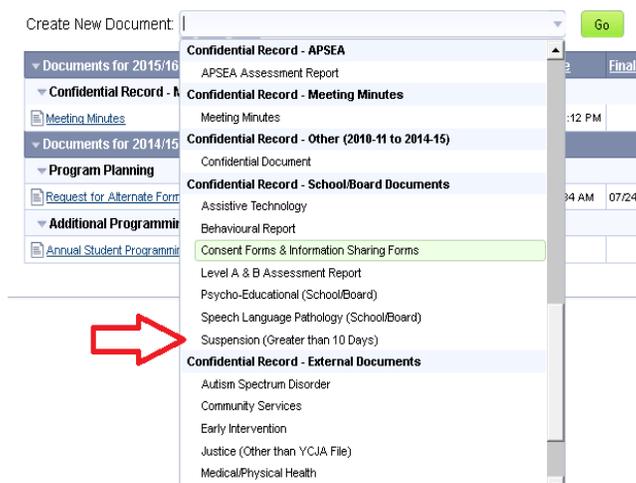
Confidential Record - External Documents

- Autism Spectrum Disorder
- Community Services
- Early Intervention
- Justice (Other than YCJA File)
- Medical/Physical Health
- Mental Health & Addictions
- Physio & OT Report
- Psycho-Educational (External)
- Speech Language Pathology (External)
- Vision & Hearing Report

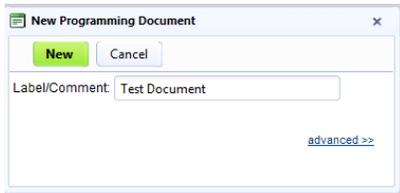
Access to confidential information is restricted because of its highly sensitive nature. The storage and access of student information is determined by role and on a “need-to-know” basis. “Need-to-know” is determined by relevancy for delivery of programming and provision of services and safety and security of students, staff and members of the school community (SRP, 2006, pg. 8).

To create a Confidential Document for a student:

- Go to a student's Document Library
- From the drop-down menu choose the **Confidential Document** you wish to create and click **Go**.



- Enter a Label/Comment that describes the name of the document being attached, and Click **New**



If you click on the “Advanced >>” link: note that the **For Year** field defaults to the current year, change this if required. In the **Label/Comment** field, type in the name of the document being attached, and click **New**.

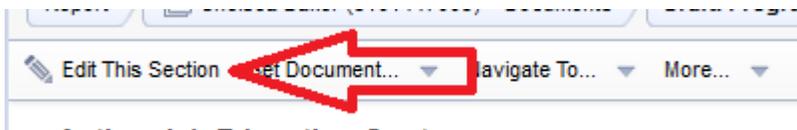
For Year: 2014-15

Label/Comment:

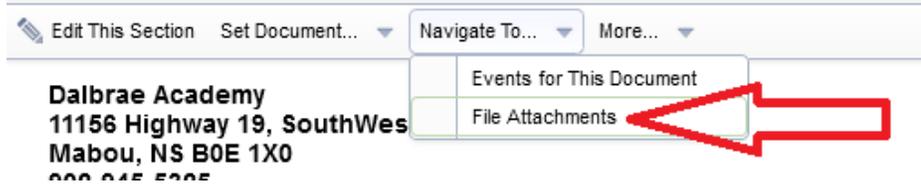
Include which sections? Confidential Document

New Cancel

- Additional notes, giving more description of the document being attached, may be added on the cover page before uploading a document by clicking on **Edit This Section**. Add an author as well. Click “Save, Done Editing”



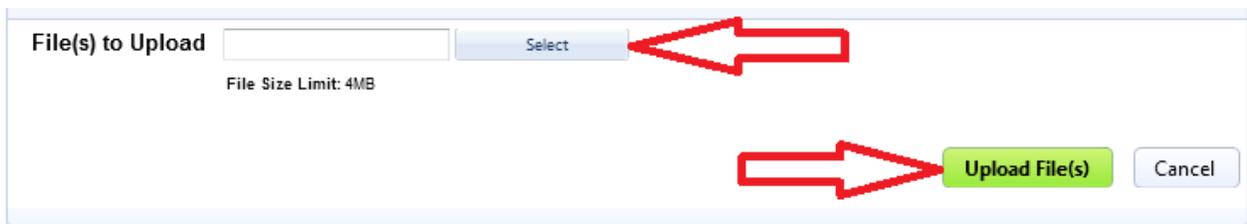
- Click on **File Attachments** under “Navigate To”



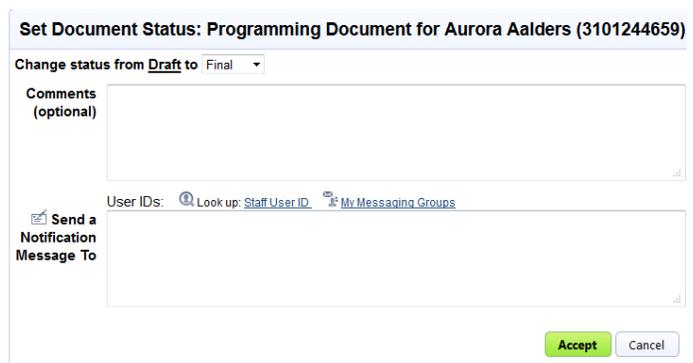
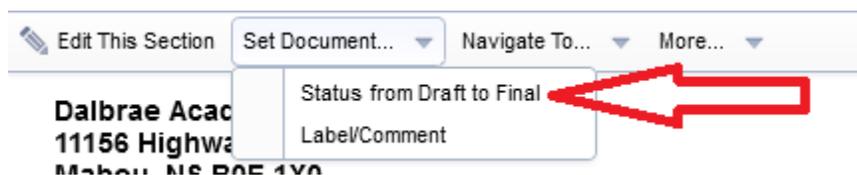
- Click on Attach File(s)



- Click "Select" to locate the file you wish to upload, then click "Upload File"



- Once the file is uploaded, set the document to **Final** so that it is secure and cannot be changed. Click on the **Set Document** link at the top of the page and select "Status from Draft to Final".



- **Final** will be selected in the drop down.

OPTIONAL: Beside **Send a Notification Message To**, click "Staff User ID", then search for and select the staff member you want to send notification to.

- Click **Accept**, then click **OK**
- In the student's Document Library, the Confidential Document(s) uploaded is/are now part of the student's Document Library. Documents can be viewed by clicking on the attached document and downloading the file.