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Nova Scotia Student Information System

Nova Scotia Public Education System

Creating an Individual Program Plan (IPP) Report in TIENET

Quick Reference Guide

1 HOW TO CREATE AN INDIVIDUAL PROGRAM PLAN (IPP) REPORT

A student who has an Individual Program Plan (IPP), receives an Individual Program Plan Report at each reporting period. Before an IPP report can be created **all** sections of the **Description of Individualized Program Plan** of the IPP need to be complete. The "Description of IPP" is complete when a check mark appears after the title.
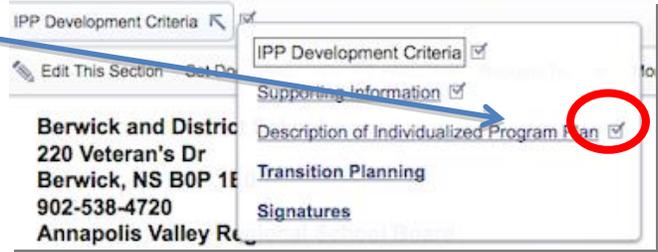
Important Reminder: When creating an IPP report for grade 10-12 students, teachers must also ensure that a percentage progress/final grade is also entered in Gradebook.

Creating an IPP Report

1. Go to the student's Document Library.

2. Open the student's Individual Program Plan and ensure the document status is in **Draft or Review** status (if it isn't, change status to Draft or Review).

3. Go to the third section of the IPP (Description of Individualized

   Program Plan) by hovering over the title IPP Development Criteria.

4. Select '**Edit This Section**' button.

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5. Once in Edit mode, scroll to the bottom of the page to view the reporting periods. If the reporting period for the present term isn't present change to the correct Reporting Period from the Reporting Period drop down or pressing the "*+ arrow*" to add the appropriate Reporting Period.

6. Select 'Create IPP Report' button to the right of the Reporting Period.

Reporting Period 1 ▾	Create IPP Report
Reporting Period 2 ▾	Create IPP Report
Reporting Period 3 ▾	Create IPP Report
Reporting Period 4 ▾	Create IPP Report
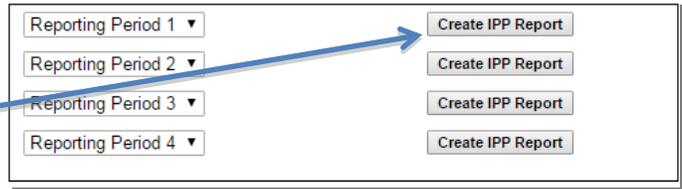
7. The page will refresh and the button will change to 'View IPP Report'. Click this button to view the IPP Report.

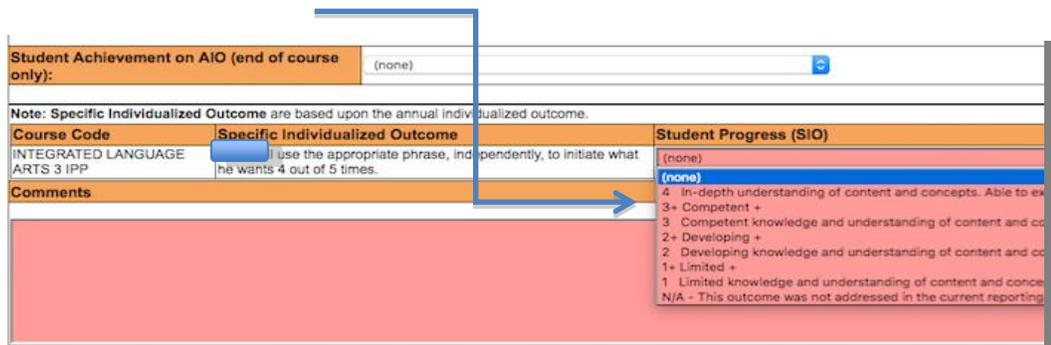| Reporting Period 1 ▾ | View IPP Report |
Reporting Period 2 ▾	
Reporting Period 3 ▾	
Reporting Period 4 ▾	
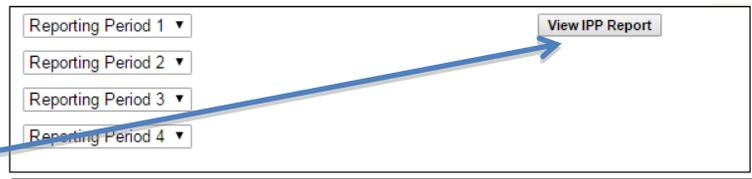
8. The IPP Report will now appear in the student's Document Library for future reference.

▾ Reports/Transcripts (IPP)

| 📄 Individual Program Plan Report [New] (Reporting Period 1) | Draft | 10/16/2015 Fri, 12:57 PM | 10/18/2015 Sun, 02:10 PM |

All **Annual and Specific Individualized Outcomes** will be pulled directly from the Individual Program Plan document.

Note: The Student Achievement on AIO section is visible but is only reported on at the end of the course.

Using the "Reporting Legend" as a guide and the drop down menu, determine the **Student Progress** for each Specific Individualized Outcome.

Student Achievement on AIO (end of course only):	(none)	

Note: Specific Individualized Outcome are based upon the annual individualized outcome.

Course Code	Specific Individualized Outcome	Student Progress (SIO)
INTEGRATED LANGUAGE ARTS 3 IPP	I use the appropriate phrase, independently, to initiate what he wants 4 out of 5 times.	(none)

(none)
4 In-depth understanding of content and concepts. Able to ex
3+ Competent +
3 Competent knowledge and understanding of content and co
2+ Developing +
2 Developing knowledge and understanding of content and co
1+ Limited +
1 Limited knowledge and understanding of content and conce
N/A - This outcome was not addressed in the current reporting

Comments

The Comments on Outcomes (on progress or achievement). **section** is the last required field to record student progress.
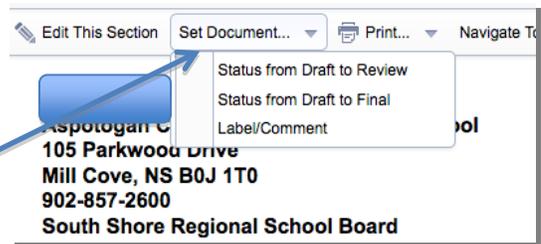
The Next Steps section found at the bottom of the IPP Report only, is optional to document programming suggestions and recommendations.

Select **Save, Done Editing once the IPP Report is completed**.

IMPORTANT:

Change the document status from Draft to Final by going to **Set Document – Status from Draft to Final**.

Note: The AIOs and SIOs are not editable in the IPP Report. If there is a discrepancy between the IPP Report and the IPP Document, delete the IPP Report, update and save information in the IPP Document, and regenerate the IPP Report using the steps described above.