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Nova Scotia Student Information System

Nova Scotia Public Education System

Entering Diagnosis Disorder Information in TIENET

User Guide

TIENET

Revision Date:
March 18, 2024

Diagnosis/Disorders Information needs to be as current and up to date as possible. A student's confidential record contains diagnostic information to support the following diagnose(s)/disorder(s) as diagnosed by an appropriate professional.

Note: The Diagnosis/Disorder documentation must be attached in the student document library in the appropriate section of the Confidential Record.

- Select the student and go to their **Profile** tab.
- Locate the **Diagnosis/Disorders Information** in the **Program Information** drop down menu.
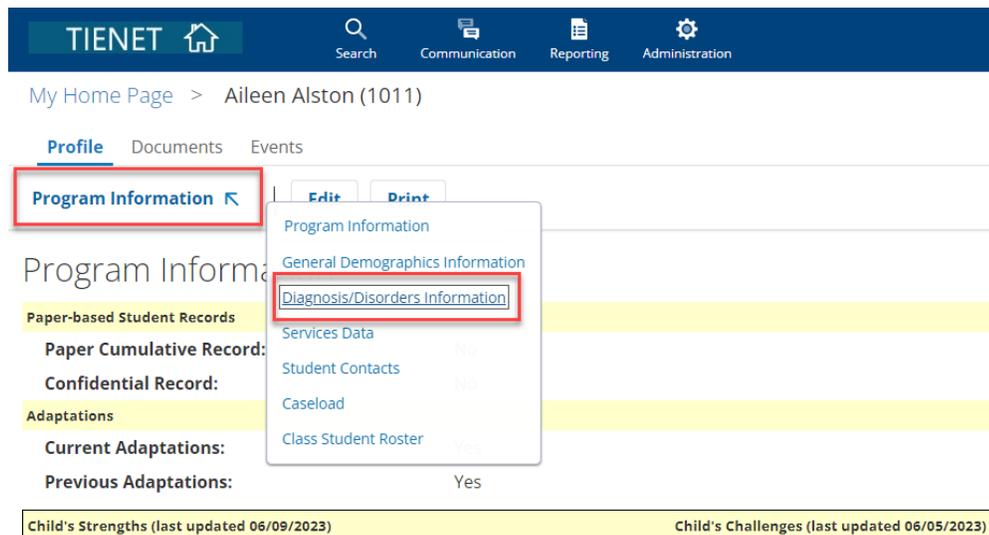
The following screen appears with Edit rights for certain users.
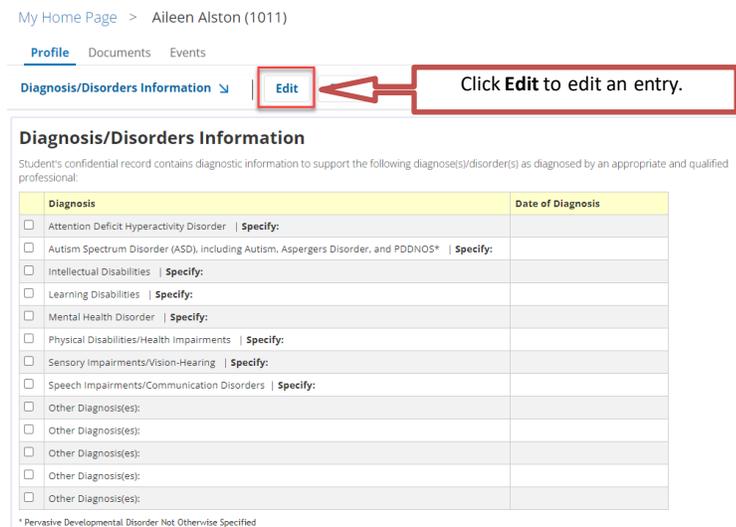
- Switch to Edit Mode by clicking the **Edit** button.

- Check the student's diagnosis/disorder information box and ensure that the student has supporting documentation provided by a health care professional. Brief details can be added in the **Specify** section. **Date of Diagnosis** can be found within the documentation provided.

- The **Other Diagnosis(es)** rows can be used for documented diagnoses/disorders that are not otherwise included in the list and details can be entered in the text box (not to add additional details to existing entries above).

- Click **Accept Changes** when you've completed the data entries.