



Nova Scotia Student Information System

Nova Scotia Public Education System

Referral for School Counselling Services for Administrators in TIENET

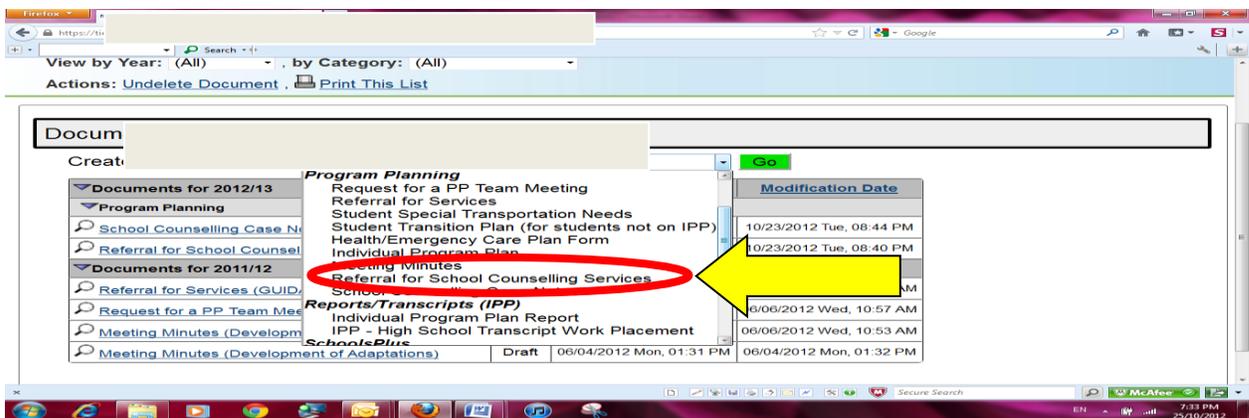
Quick Reference Guide

Revision Date:
Nov 4th, 2015

1 REFERRAL FOR SCHOOL COUNSELLING SERVICES

In TIENET, the **Referral for School Counselling Services** document can be created and completed by school guidance counsellors or school administrators and forwarded to the counsellor. Counsellors can view and edit any of the created counselling documents. School Administrators can only view/edit referrals that they created.

To create the referral, in the student's document library, open the drop down menu to **Create New Document**, choose **Referral for School Counselling Services** and click **Go**. A Label/Comment in the comment box is not needed for this document, just click **New**.



The person completing the referral must complete the required fields in each of the following bolded sections – **Referral Source**, **Reason for Referral**, in Additional Information please note: (information of a highly sensitive nature should not be recorded as Additional Information but is better shared verbally with the counsellor), and **Previous Communication Regarding the Referral** as indicated below.

Then the referral gets **Saved** and forwarded to the school counsellor under **Actions** and then **Send Message with Document**.

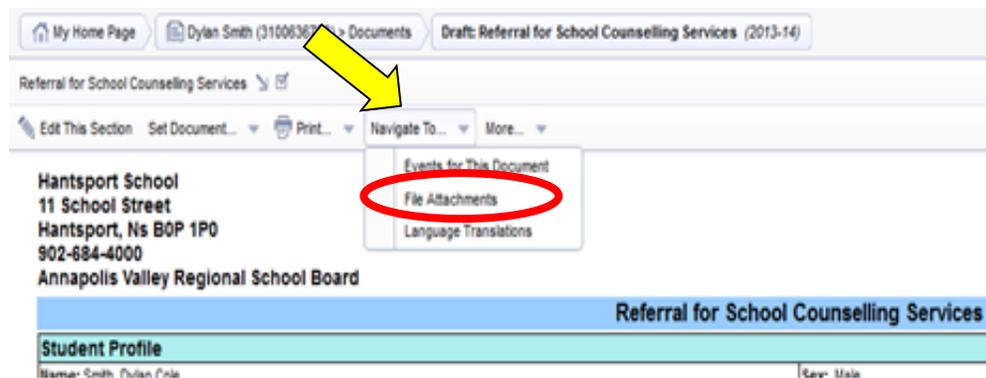
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Referral Source		
Referred By: (none) ▼	Name: (ID) <input type="text"/> lookup / non-lookup	Referral Entered By:
Reason for Referral		
Referred for: (none) ▼	Referral Date: <input type="text"/>	Urgency: (none) ▼
Referred To		
Name: <input type="text"/>	(ID) lookup	
Additional Information		
Previous Communication Regarding the Referral		
Was there previous communication with the home regarding this referral? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Is the student aware of the referral? <input type="checkbox"/> Yes <input type="checkbox"/> No		

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



Upon receiving the referral, the Counsellor will decide how to proceed with the referral. The **Referral for School Counselling Service** will now be accessible in the student's document library and can be viewed only by the Counsellor and School Administrator.

2 THE REFERRAL FOR SCHOOL COUNSELLING SERVICES REPORT

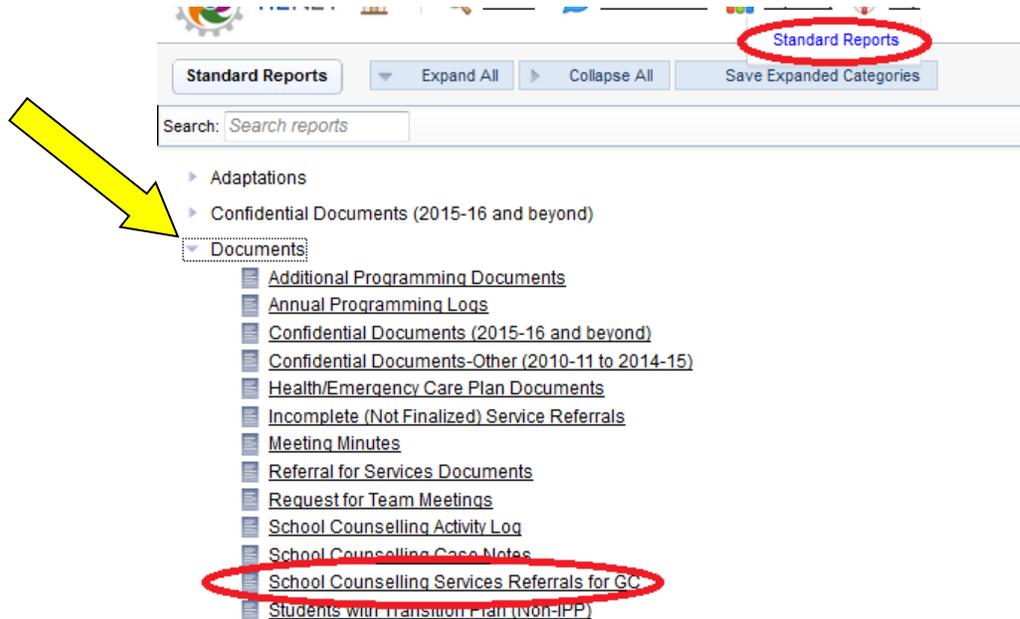
School Counsellors and Administrators can pull out a list from TIENET of all students who have been referred for School Counselling Services. To do this, on any TIENET page is **Reporting** at the top.

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Then from **Standard**, and **Documents** is **School Counselling Service Referrals for GC**. 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 been referred for School Counsellors Services. This information can be sorted, downloaded, printed, etc.

School Counselling Services Referrals: Hantsport School											
School	School Year	ID	Last Name	First Name	Grade	Sex	Age	Urgency	Counsellor Name	Decision Date	Document Status
	2012-13				04	Female	12				Draft
	2013-14				08	Male	15	Low		01/24/2014	Draft
2 Documents											