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Nova Scotia Student Information System

Nova Scotia Public Education System

Referral for Service in TIENET

User Guide

TIENET

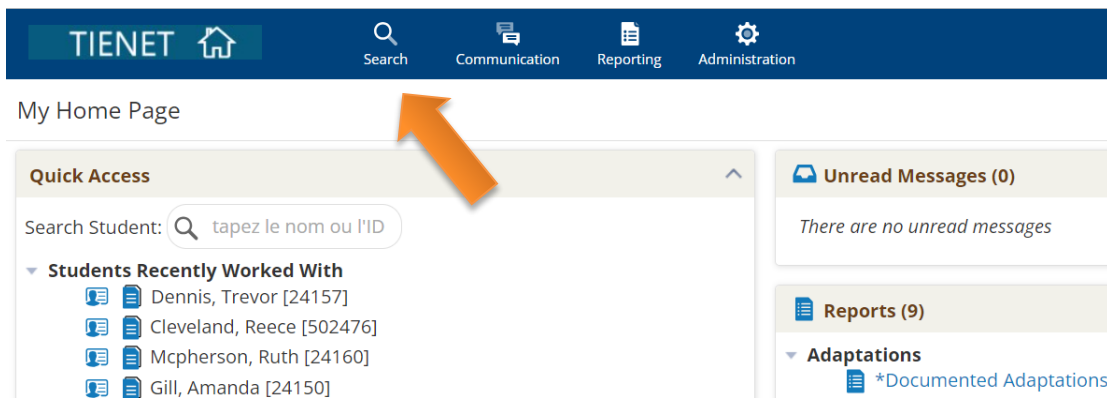
Revision Date:
March 18, 2024

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1 REFERRAL FOR SERVICE OVERVIEW

To create a Referral for Service, search for a student from the **Search** link at the top of the home page or from your Student Case Load.

Note: Each Regional Centre for Education in Nova Scotia may have different procedures in place for creating a Referral for Service. Not all services are available in every region.

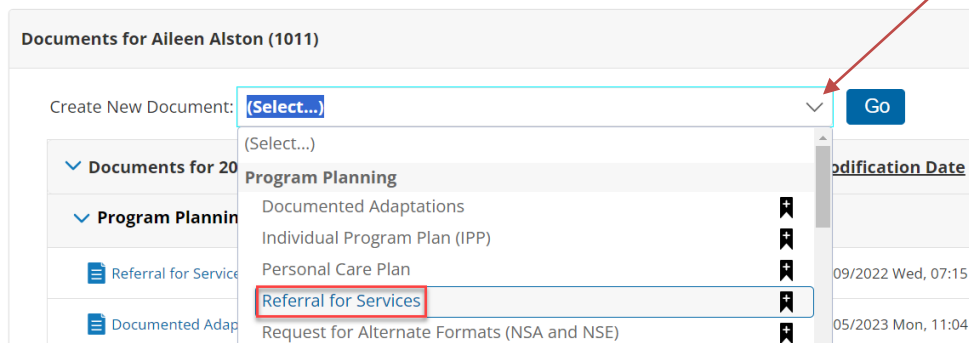


2 CREATING A REFERRAL FOR SERVICES DOCUMENT

2.1 To create a **Referral for Services** Document for a student, click on the **Documents** icon by the student's name.

	ID	Last Name	First Name	Middle Name
	1011	Alston	Aileen	

2.2 The **Referral for Services** form is found by clicking inside the drop-down box beside the **Create New Document** heading. Select **Referral for Services** from the list and click **Go**.



2.3 The Service can be added to the Label/Comment to differentiate between services (for example, Assistive Technology). However, if left blank, the referral will auto-populate the label with the recommended service once saved.

3 COMPLETING THE REFERRAL FOR SERVICES FORM

Complete the Referral for Services form including the required fields: **Request / Reason(s) for Referral**, **Referral Source**, and **Recommended Service**. After completing the form, select **Save Done Editing**.

Referral for Services	
<i>Note: Click the following link to see the list of RCE/board services that require a TIENET Referral for Services form: Referral Services. Need Help? See the Referral for Services Process Guide.</i>	
Student Profile	
Name: Alston, Aileen	Gender: Female
Date of Birth: 02/15/1900	Student ID Number: 1011
Self-identification Indigenous: No	Ancestry:
School: Advocate District School	Principal:
School Year: 2023-24	Grade: PP
Parent(s)/Guardian(s):	Homeroom:
Home Phone (xxx-xxx-xxxx): 555-555-5555	Referral Source: (ID) lookup / non-lookup
Recommended Service	
Service (none) ▼	Service Referral Date 02/20/2024 📅
Request / Reason(s) for Referral	
(Please note that the content of this entry will be included in the parent notice of referral.)	

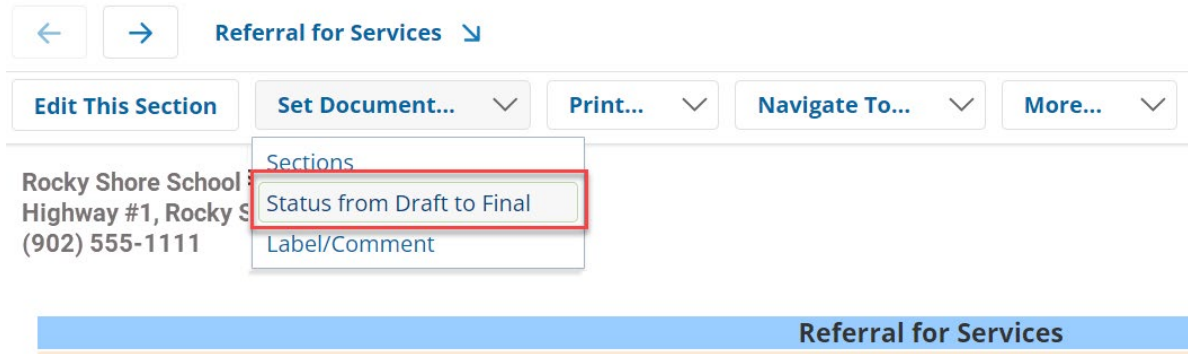
Note: As **strengths, challenges, and interests** are foundation for programming, it is strongly recommended that these be created/updated to support the referral for services process.

3.1 Once saved, a message will appear prompting the user to finalize the document and to send notification to the appropriate staff (see section 4.1).

Edit This Section
Set Document... ▼
Print... ▼
Navigate To... ▼
More... ▼

- Finalize document and notify appropriate staff of the referral (both can be done on the Finalization screen).
- Please notify parent of the referral using the attached Referral for Services Letter

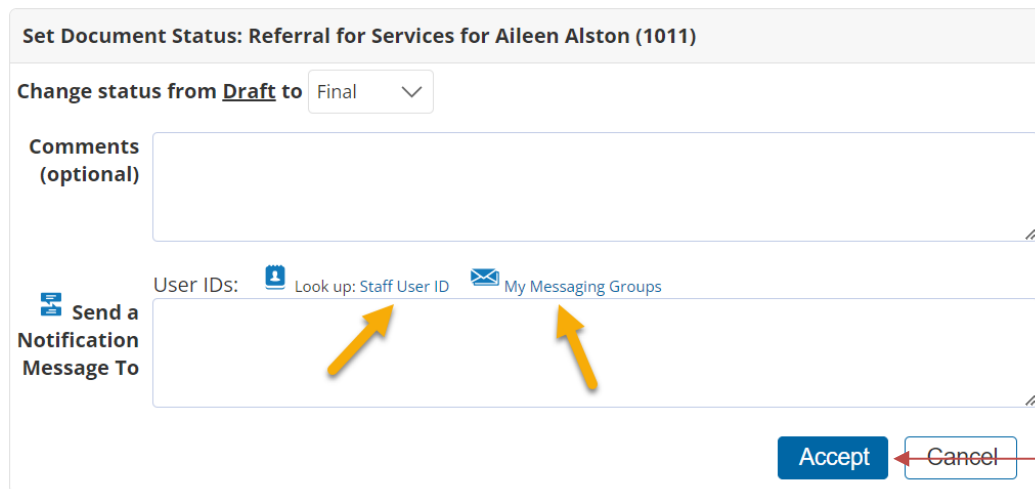
3.2 Select **Set Document...** and choose **Status From Draft to Final** from the drop-down list. **Service Providers will not see the referral in their report until the document is set to Final.** Setting the document to a status of **Final** will automatically enter Services Data for the student under Profile.



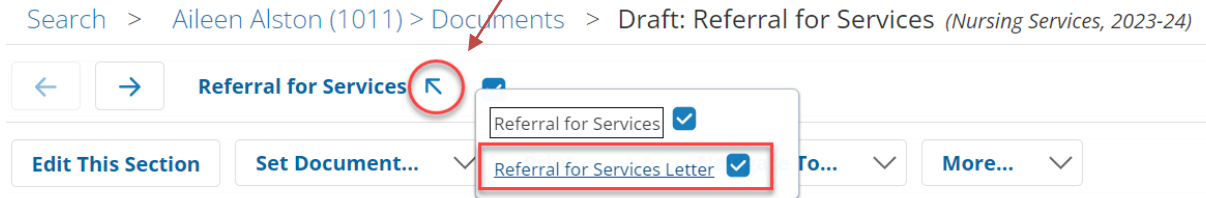
Note: A Referral for Service document can only be set to **Final** if this is a new service or if a previous referral for service was **Not Approved** or **Discontinued**. See Services Data under Student Profile to determine status of service.

4 DOCUMENT FINALIZATION NOTIFICATION

4.1 The **Set Document Status** window will appear. A notification message can be sent to staff using the **Look up: Staff User ID** or **My Messaging Groups** functions. Once completed, click **Accept**.



4.2 To access the **Referral for Services** letter, click on the **Referral for Services** arrow, and select **Referral for Services Letter** from the drop-down list. This letter is automatically generated with data pulled from TIENET.



Note: Not all regions and specialists/service providers use the Referral for Services letter as they may have their own means to communicate the service to parents/guardians.