

School Counselling Consent in TIENET

Through Program Planning, **Consent for School Counselling** may be required when a student and a school counsellor enter into a counselling relationship. Using **Create New Document** in TIENET, the **Consent for School Counselling** can be found in a student's document drop-down menu under the section entitled **School Counselling Record**. As needed, choose this document, click **Go**, then **New**. A **Label/Comment** can be used but is not required.

Documents for Test Test	(10451)	
Create New Document:	(Select) Additional Programming Information	Go
✓ Documents for 20		ion Date
🗸 Program Plannii	Provincial Consent Forms	
Adaptations (test cop	Consent for Nursing Services School Counselling Record	
Health Plan(s) of Care	Referral for School Counselling Services	
Adaptations (: Stage	School Counselling Case Notes	i, 04:16 PM

In the document's edit mode, the **Referral Source** is completed, then either **For Parent/Guardian** or **For Student** is checked to display additional info which must be completed as well. Also, the **Reason for Counselling Services** must be chosen and displayed using the drop-down menu. Once the document is complete, it is saved, printed, and either signed by the student (in grades 7 - 12) or sent home for the parents/guardians/family to sign (for students in Grades P - 6), then returned to the school to be attached to the original **Consent for School Counselling** document.

		Consent for School Counselling		
Student Profile				
Legal Name: Test,		Grade: 10		
Name: Test, Test	diade. 10			
Student ID Number: 10451		Date of Birth: 03/03/2003		
Referral Source:	(ID) lookup / non-lookup	Student Address , , Ns		
Parent(s)/Guardian(s)				
Parent 1 Name:		Parent 2 Name:		
Home Phone Number:		Home Phone Number:		
Cell Phone Number:		Cell Phone Number:		
E-mail:		E-mail:		

For Parent/Guardian (student in grade P-6)
 For Student (student in grade 7-12)

This page must be printed, completed by the parent(s)/guardian(s) or student, and then attached to this TIENET document.								
Reason for Counselling Services: (none)								
Additional comments/information:								
Save, Done Editing Save, Continue Editing	Cancel Editing							
Save, Continue Luting	ouncer Editing							



To attach the completed **Consent for School Counselling**, scan the signed document to create an electronic version and save. Then open the previously created TIENET **Consent for School Counselling** document, at the top click **Navigate To ..., File Attachments**, **Attach File**, **Select** to locate the consent file, and then **Upload File**.



Next, the **Consent for School Counselling** document gets finalized. To change the referral from **Draft** to **Final**, click on **Set Document** at the top of the completed document, then **Status from Draft to Final**, then **Accept**.

Section Edit This Section	Set	Document 🔻	🖶 Print	▼ N	Cha	ange sotur	from Draft to Final •
Annapolis Ea Box 640, 325 Middleton, N 902-825-5330		Sections Status from Dra Status from Dra Label/Commen	aft to Final		Not	Send a lification sage To	Jeer IDs:

NOTE: Upon receipt of the signed Consent for School Counselling, on the first page/section (Consent and Record Disclosure) of the School Counselling Case Notes, this can be recorded as Student Consent or Parent/Guardian Consent by using the dropdown menu to choose Yes and completing any other required info including the Date. When a school counsellor requires student or parent/guardian Consent to Access Complete Counselling Record (also on the first page/section (Consent and Record Disclosure) of the School Counselling Case Notes, this is obtained verbally, then recorded by choosing Yes from the drop-down menu with appropriate Date.

REMINDER: Any supporting documentation that is downloaded, scanned, saved, etc. should be deleted from the computer/device once it is completed.