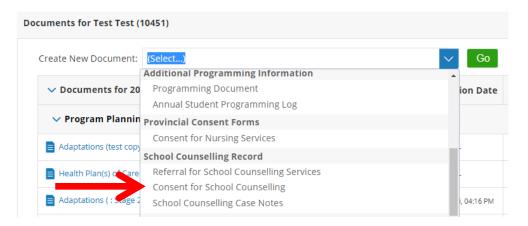


School Counselling Consent in TIENET

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.



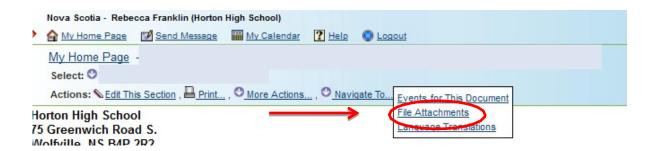
In the document's edit mode, the **Referral Source** is completed, then either **For Parent/Guardian** or **For Student** is checked to display additional info which must be completed as well. Also, the **Reason for Counselling Services** must be chosen and displayed using the drop-down menu. Once the 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.



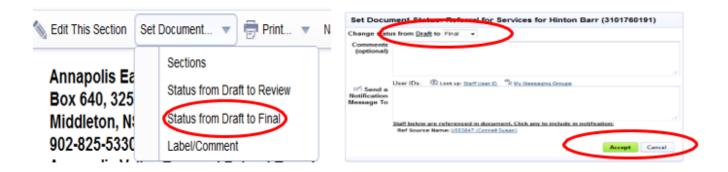




To attach the completed Consent for School Counselling, scan the signed document to create an electronic version and save. Then open the previously created TIENET Consent for School Counselling document, at the top click Navigate To ..., File Attachments, Attach File, Select to locate the consent file,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



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.