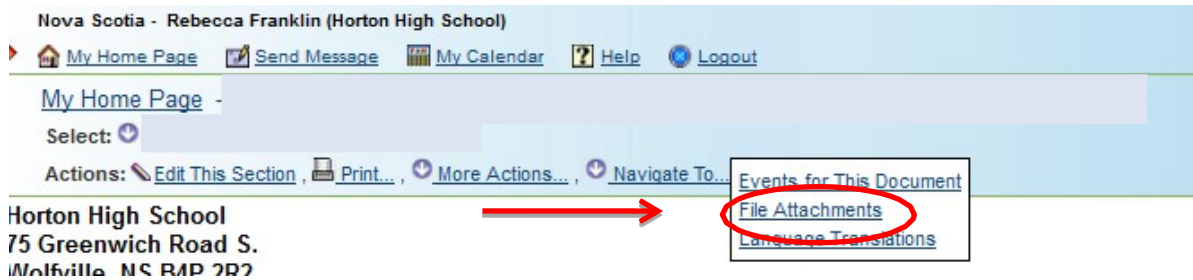
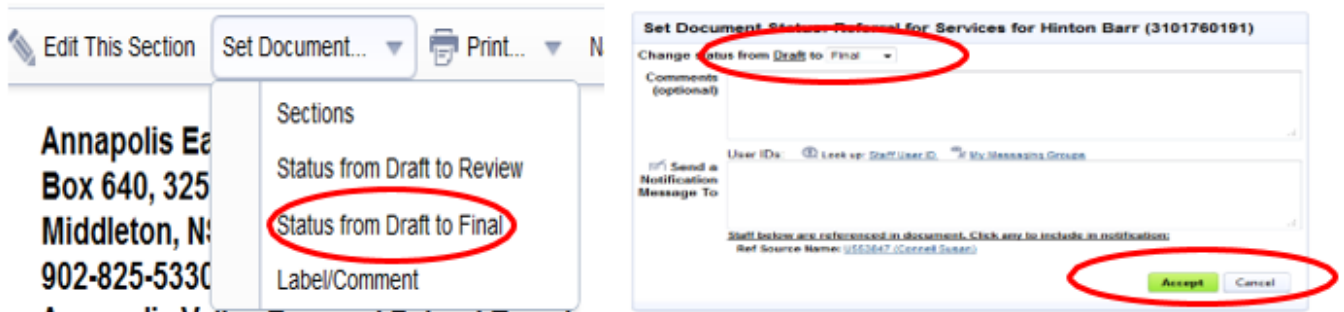




To attach the completed **Consent for School Counselling**, scan the signed document to create an electronic version and save. Then open the previously created TIENET **Consent for School Counselling** document, at the top click **Navigate To ...**, **File Attachments**, **Attach File**, **Select** to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