

inschool.ednet.ns.ca



Nova Scotia Student Information System

Nova Scotia Public Education System

School Psychology & Speech-
Language Pathology Records

User Guide

TINET

Date:
September 1, 2026

1. Introduction School Psychology & Speech-Language Pathology Records3

2. Creating a Document.....3

3. School Psychology Section & Speech-Language Pathology Document.....4

4. School Psychology Section & Speech-Language Pathology Case Notes.....6

5. School Psychology & Speech-Language Pathology Communications.....8

6. External Documents11

1. INTRODUCTION: SCHOOL PSYCHOLOGY & SPEECH-LANGUAGE PATHOLOGY RECORDS

A **School Psychology Record** and a **Speech-Language Pathology Record** are new sections within the student document library. These sections help organize information and support communication and collaboration among those involved in delivering these services.

The **School Psychology Record** contains four documents:

1. School Psychology
2. School Psychology Case Notes (NEW)
3. School Psychology Communications (NEW)
4. Psycho-Educational (External)

The **School Speech-Language Pathology Record** contains four documents:

1. Speech-Language Pathology
2. Speech-Language Pathology Case Notes (NEW)
3. Speech Language Pathology Communications (NEW)
4. Speech-Language Pathology (External)

Detailed information about each section of the record, including its purpose, functionality, creation and editing processes, saving requirements, and access permissions, is provided throughout this user guide.

2. CREATING A DOCUMENT

To create or access a document in either Record, open the student's **Document Library**. Under **Create New Document**, select the required document from either the School Psychology Record or the Speech-Language Pathology Record. Click **Go**, and you will see **Label/Comment**, then click **NEW**.

The first screenshot shows the 'Documents for Angel Fahey (335190)' interface. Under 'Create New Document', the 'School Psychology Record' is selected. The 'Go' button is circled in red. The second screenshot shows the same interface with the 'Speech-Language Pathology Record' selected, and the 'Go' button is also circled in red. The third screenshot shows the 'Label/Comment' form, with the 'Label/Comment' input field and the 'New' button circled in red.

3. SCHOOL PSYCHOLOGY/SPEECH-LANGUAGE PATHOLOGY

This document functions as a cover page for specialists to attach supporting documentation, such as assessment reports, progress reports and home programming materials. This document was previously available for specialists in TIENET.

To create a new *School Psychology/Speech-Language Pathology* document, select either the **School Psychology Record** or **Speech-Language Pathology Record** under **Create New Document** and select the document from the drop-down list.

Once selected, click **Go**. When the **Label/Comment** field appears, enter a clear and descriptive title so the document can be easily identified, then click **New**.

Once the document is created, the student's demographic information will be displayed at the top of the document. This information is pulled directly from PowerSchool and cannot be edited within the document. Any corrections must be made in PowerSchool.

Specialists then enter the date the supporting documentation is being attached using the Calendar icon.

School Psychology	
Student Profile	
Name: Fahey, Angel Rose	Gender: Male
Date of Birth: 01/07/2010	Student ID Number: 335190
Self-Identification Indigenous: No	Ancestry:
School: Fairview Junior High	Principal: Leanne March
School Year: 2026-27	Grade: 08
Parent(s)/Guardian(s):	Homeroom: 83
Home Phone (xxx-xxx-xxxx): 902-555-5555	
Author:	Date: 

The screenshot shows a form with three main sections: 'Document Type' with a dropdown menu currently set to '(none)', 'Title' with an empty text box, and 'Notes' with a rich text editor toolbar. A red box highlights the 'Document Type' dropdown, and another red box highlights the 'Title' text box.

The specialist selects the **Document Type**, which is a required field, and provides a **Title** for the document (e.g., Assessment Report).

Specialists can use the **Notes** section to enter additional information relevant to the record.

The screenshot shows a horizontal toolbar with three buttons: 'Save, Done Editing' (circled in red), 'Save, Continue Editing', and 'Cancel Editing'. There is also a small 'ABC' icon with a checkmark on the right.

Select **Save, Done Editing**. Once saved, the specialist can then attach the required document.

The screenshot shows a document management interface. At the top, it says 'Angel Fahey (335190) > Documents > Draft: School Psychology (2026-27)'. Below this is a toolbar with buttons: 'Set Document...', 'Print...', 'Navigate To...', and 'More...'. The 'Navigate To...' dropdown menu is open, showing options: 'Student Profile', 'Events for This Document', 'File Attachments' (highlighted with a red box), 'Language Translations', and 'Audit Log for This Document'.

To attach a document, select **Navigate To** found on the top toolbar and then choose **File Attachments** to upload the document.

For more details on attaching documents please refer to the available user guide [PowerTeacher Handbook](#).

When complete, users can finalize the document by selecting **Set Document** then **Status from Draft to Final**.

It is important to note that all documents will auto-finalize during the TIENET *End of Year Process*.

The screenshot shows the same document management interface as before. The 'Set Document...' dropdown menu is open, showing options: 'Status from Draft to Review', 'Status from Draft to Final' (highlighted with a red box), and 'Label/Comment'.

4. School Psychology/Speech-Language Pathology Case Notes

Case Notes provide a confidential record of observations, assessment findings, professional impressions, analysis, and actions related to service delivery. *Create, edit* and *view* access is restricted to members of the same specialist profession who are supporting the student (e.g. school psychologists accessing school psychology case notes), in accordance with the need-to-know standard.

To create a new *School Psychology/Speech-Language Pathology Case Notes* document, select either the **School Psychology Record** or the **Speech-Language Pathology Record** in **Create New Document** and select the **School Psychology Case Notes** or **Speech-Language Pathology Case Notes** from the drop-down list.

This screenshot shows the 'Create New Document' dropdown menu for 'School Psychology Record'. The dropdown is open, showing a list of options. 'School Psychology Case Notes' is highlighted with a red box. The 'Go' button is visible to the right of the dropdown.

This screenshot shows the 'Create New Document' dropdown menu for 'Speech-Language Pathology Record'. The dropdown is open, showing a list of options. 'Speech-Language Pathology Case Notes' is highlighted with a red box. The 'Go' button is visible to the right of the dropdown.

Once selected, click **Go**. When the **Label/Comment** appears, it is recommended to enter a clear and descriptive title so the document can easily be identified, and then click **New**.

This screenshot shows the 'New School Psychology Case Notes' form. The 'Label/Comment' field is highlighted with a red box. The 'New' button is also highlighted with a red box. The 'Cancel' button is visible to the right of the 'New' button. The 'additional settings >>' link is visible above the buttons.

User Guide
September 1, 2026

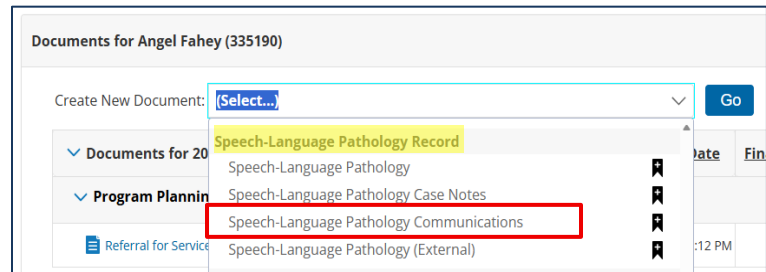
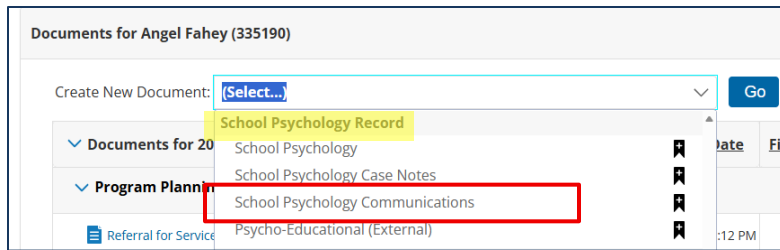


inSCHOOL
New York State Student Information System

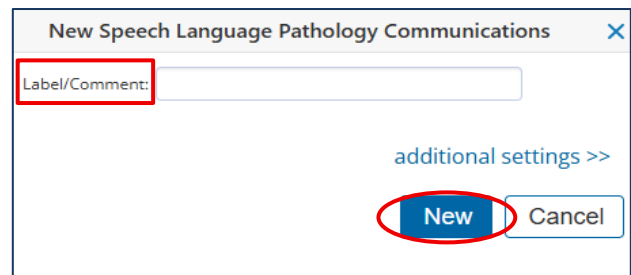
5. SCHOOL PSYCHOLOGY/SPEECH-LANGUAGE PATHOLOGY COMMUNICATIONS

The **Communications** section is used to record and share information that support programming and student success. Examples include factual summaries of information shared, recommendations, consultation notes, and follow-up actions involving specialists, school staff, and families. *Create* and *edit* access is restricted to school psychologists and speech-language pathologists. Unlike **Case Notes**, the **Communications** section can be viewed by all teaching staff supporting the student.

To create a new School Psychology/Speech-Language Pathology Communications document, select either the **School Psychology Record** or the **Speech-Language Pathology Record** in **Create New document** and select the **School Psychology Communications** or **Speech-Language Pathology Communications** from the drop-down list.



Once selected, click **Go**. The **Label/Comment** will appear, it is suggested to label the document with the student's current grade, and then click **New**.



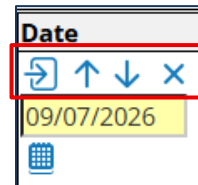
My Home Page > Angel Fahey (335190) > Documents > Draft: Speech-Language Pathology Communications (2026-27)

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

Select the **horizontal arrow** icon to create a new row.

Use the **up and down arrows** to rearrange entries if needed

If a row is created in error, select the **X** to delete the unused record.



Once the note is completed, users will select **Save, Done Editing** to save the entry.

It is important to note that only **one document** for communication notes is created annually and remains in draft status for the specialist to add entries as needed. The document can be finalized when the service is discontinued or will auto-finalize during the TIENET *End of Year Process*.

If the specialist wishes to notify school staff about a **Communication** entry, they can select **More** and then **Send Message with Document**. This feature allows users to send a message to selected staff members with the **Communication** record attached, helping to ensure that the information is reviewed.

My Home Page > Angel Fahey (335190) > Documents > Draft: Speech-Language Pathology Communications (2026-27)

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

Fairview Junior High
155 Rosedale Avenue
Halifax, NS B3N 2K2
902-457-8960
Halifax Regional Centre for Education

Speech-Language Pathology

Communication notes contain information entered and are viewable by school staff to assist with...
Please keep this document in 'Draft' status

Student Profile

More...
Spell Check Entire Document
Send Message With Document
Refresh This Section
Update Document from Student Profile
Modify Document Year
Inspect Document Values
View Past Document
Delete This Document

Halifax Regional

6. EXTERNAL DOCUMENTS

With the introduction of the **School Psychology Record** and **Speech-Language Pathology Record** sections, external documents for these specialty areas have been moved from the **External Documents** category.

School staff can use these sections to upload documents provided by families or external agencies. Once uploaded, these documents are accessible to staff members supporting the student.

To create a new Psycho-Educational (External) or Speech-Language Pathology (External) document, select either the **School Psychology Record** or **Speech-Language Pathology Record** in **Create New Document** and select the document from the drop-down list.

Once selected, click **Go**. The **Label/Comment** will appear, it is suggested to label the document with the student's current grade, and then click **New**.

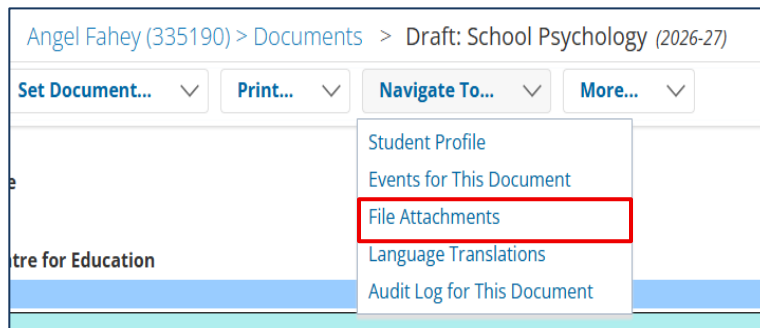
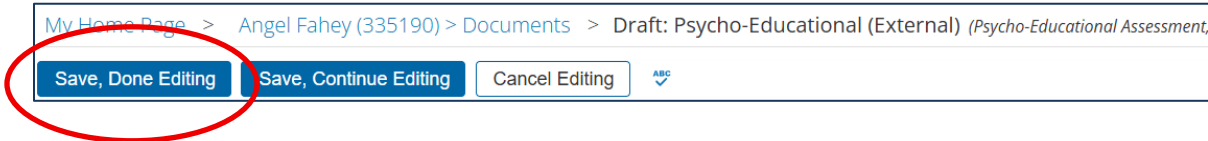
Once the document is created, the student's demographic information will be displayed at the top of the document. This information is pulled directly from PowerSchool and cannot be edited within the document. Any corrections must be made in PowerSchool.

Users then enter the date the external document is being attached using the Calendar icon.

The user selects the **Document Type** which is a required field, and then provides a **Title** to the document (e.g. Assessment Report)

Users can use the **Notes** section to enter additional information relevant to the record.

Select **Save, Done Editing**. Once saved, the user can then attach the document.



To attach a document, select **Navigate To** found on the top toolbar and then choose **File Attachments** to upload the document.

For more details on attaching documents please refer to the available user guide [PowerTeacher Handbook](#).

When complete, users can finalize the document by selecting **Set Document** then **Status from Draft to Final**.

It is important to note that all documents will auto-finalize during the TIENET *End of Year Process*.

