

We are pleased to provide the following updates to Nova Scotia's provincial Student Information System:

## PowerSchool

### 1. Updates to Incident Tracking Page and Unacceptable Behaviour Reports

With the implementation of an updated [Code of Conduct](#) policy, enhancements have been made to the Incident Tracking page and related reports to ensure alignment with the new guidelines. Staff will notice updated fields, improved dropdown options, and better integration with student records to support more effective tracking and intervention. Support documentation is available to learn more about creating behavioural incidents in PowerSchool (PS) Admin and PowerTeacher.

- **Recording Behavioural Incidents in PowerSchool Admin:** Staff responsible for submitting incident referrals in PS Admin can refer to the [user guide](#) for detailed instructions.
- **Recording Behavioural Incidents in PowerTeacher:** Classroom teachers can follow the steps outlined in the [teacher user guide](#).
- **Video Tutorial:** Watch a brief [video tutorial](#) on creating behavioural incidents in PowerSchool.
- **Hands-on Simulation:** try this [activity](#) to learn how to create a behavioural incident.
- **Administrator's Guide to Behavioural Incident Management:** School administrators should consult the [administrator user guide](#) for guidance on reviewing and responding to referrals. Administrators can also view this [brief video](#) outlining some of the incident record updates.

### 2. Notifications

Regional Project Managers can now create a variety of notifications to trigger based on student data changes or events throughout the SIS and specify recipients within the admin and teacher portals. Recipients can receive the notification via email and/or in-app.



Starting in September, whenever a student alert (i.e., discipline, guardian, medical, or other) is updated in the system, a notification will be automatically sent to the appropriate staff.

### 3. Update Course Staff

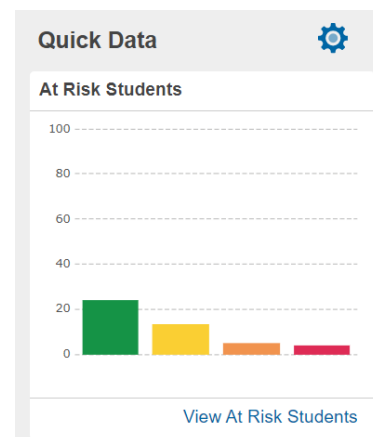
It is now easier to update staff assigned to your course sections with the new **Update Course Staff** page. Access the page by navigating to: [School Management > Courses and Programs > Update Course Staff](#). Whether you need to reassign teachers, add extra staff, or update additional staff end dates, you can now make those changes quickly and accurately - all in one place.

Use this page to make bulk updates, saving you time and reducing errors. This simplified process helps you manage course staffing more efficiently than ever. Refer to this [user guide](#) for more information.

## 4. At-Risk Quick Data: Tracking Attendance and Supporting Students

The **At-Risk Quick Data dashboard** helps staff quickly identify students who may need support due to attendance challenges. Located on the Start Page when enabled, it displays students in **four thresholds** aligned with the Nova Scotia [Student Attendance and Engagement Operational Guide](#), showing how many students fall into each level of concern.

The thresholds range from **Threshold 1** (5% of class time missed), indicating minor attendance issues, to **Threshold 4** (20% of class time missed), reflecting frequent absenteeism. Schools can use this information to monitor attendance trends, provide early interventions, and focus support on students who need it most, helping to keep students engaged and on track. Click **View At Risk Students** to access the detailed page of students and their thresholds.



**Note:** Schools should continue to consult the **Custom Attendance reports**, which provide more detailed analysis and complement the dashboard data to support decision-making. For **senior high students**, At-Risk calculation values may be skewed if students have **unscheduled periods**.

## 5. Sending Student Course Request Reports through EduPost

EduPost updates were completed over the summer that now allow schools to submit, deliver (to student post offices), and email the PowerSchool course request reports to their families. The two custom reports are:

1. Student Course Request Report
2. Student Course Request Letter Short Form

You can access the reports by navigating to: [Data and Reporting > Custom Reports > Scheduling](#), and refer to this [user guide](#) for more information on using EduPost.

## 1. New Behaviour Intervention Category and Documents

To align with directives of the Provincial School Code of Conduct for supporting students who may not be able to consistently demonstrate expected school behaviours, a new **Behaviour Intervention** category has been created in the student document library. The documents in this category support the expectations for intensive and supportive planning as defined in *Guide for Responding to Inacceptable Behaviours*. The new documents in the Behaviour Intervention category include:

- Tier 2 Interventions
- Behaviour Programming Document

In the Fall of 2025, there will also be two new Behaviour Intervention Support Plans (Tier 3) that RCE's/CSAP will receive training to develop and implement. In the interim, continue with your current practice of documenting behaviour plans/forms and attaching to the *Behaviour Programming Document*.

## 2. Transition Plan Document Revised

Transition planning is a student-centred process to help students prepare for key stages connected to school and life. To improve school-to-community transition planning, the following updates have been made to support the transition planning process/functionality in TIENET:

- (a) The transition plan document for all students requiring any type of transition support (IPP or non-IPP) is now in the students' document library titled *Transition Plan*.
- (b) The *Transition Planning* section of the *Individual Program Plan (IPP)* has been retired since the updated transition plan is now its own document.
- (c) Beginning in grade 9, the creation of a school to community Transition Plan must occur *prior* to the creation of an IPP, as transition goals may be reflected/supported in the Individual Program Plan (IPP) outcomes, when applicable.
- (d) The Grade 9-12 School to Community Transition Plan has been updated with 9 transition areas for consideration when creating transition goals.
- (e) The Transition Plan displays differently for students in grades Primary to 8.

## 3. School Leavers Program

- (a) The service "School Leavers Program" has been added to the Services Data dropdown of available services, identifying the students who will participate in the 2025-26 School Leaver Program. The service status will remain in 'Parent/Guardian advised/consented, Receiving Service' during the duration of the current school year.
- (b) The *Transition Plan (Grades 9-12)* has an indicator to show if the student is a School Leavers Program participant. This is automatically generated from the service data entry.

## 4. Update to Services Data screen

To enable better reporting capabilities, when selecting the service "Student Support Worker Services", the Services Data screen now prompts the user for the type of Student Support Worker support: **Mi'kmaq/Indigenous** and/or **African Nova Scotian**.

## 5. Participant updates in TST Meeting Minutes

The *Teaching Support Team Meeting Minutes* participants area has been updated to enhance security. Staff can now only view the Teaching Support Team Meeting Minutes *if* their name is listed as a meeting participant. The maximum number of participants that can be recorded is 10, and the participants have to be manually entered at each meeting (they no longer copy over from the previous meeting minutes).

## 6. Updates for “SHP Nursing” program

Last year in September 2024, we implemented two major updates to the SHP program process:

(a) one SHP Referral for LIFE, unless an additional diagnosis is made or the student moves to a new RCE/CSAP; and (b) SHP Consent lasts until December of the *following* calendar year in which it was signed. For these reasons, the following updates have been made:

- a) The EOY process now auto-creates a new Service Entry for *SHP Nursing* for any service entries that have not been Discontinued.
- b) The EOY process now automatically advances the Document History Year of the SHP Referral form for any cases that have not been Discontinued in TIENET. This effectively moves the document from the previous school year to the next school year. The document’s creation date will remain unchanged, so staff are still able to view the timeline of the document.
- c) The *SHP Nursing Consent Form* now collects consent date so when school staff upload the signed hardcopy of the SHP Consent form from the parent/guardian/student, they must open the SHP Consent form in TIENET and enter the “Consent Date” at the bottom of page one. Ensure the consent date entered aligns with the signature date on the hardcopy form.

## 7. New EAL/FAL Category

To improve consistency, a new category in the document library has been created for EAL/FAL under **School/Board/RCE Documents**. The document provided in this category will now store all EAL/FAL reports and documentation. *Staff should no longer upload EAL/FAL reports and documents to ‘Additional Programming’ but should now use this new designated category.*

## 8. Updated APSEA Category

To improve consistency, the APSEA category is now under **School/Board/RCE Documents**. It has been updated with a dedicated APSEA document to store all APSEA reports and documentation. *Staff should no longer upload APSEA reports and documents to ‘Additional Programming’ but should now use the updated category.*

**\*It is Important to Note that all *NEW* and Existing User Guides can be found on the iNSchool website at <https://www.ednet.ns.ca/inschool/>**  
**These guides are designed to inform and support users in their understanding of the required processes and functionality of each document in TIENET.**