

## Special Transportation Request in TIENET Userguide

According to the NS School Transportation Policy (June, 2020), “Transportation will be made available to any student who requires it because of special needs, regardless of the distance they live from the school, in accordance with regulations and any accompanying policy directives related to the transportation of students with special needs.

All decisions on the transportation needs for individual students with special needs will be made as part of the team planning process for that student.”

For children in Pre-primary, the Pre-primary Team will create and complete the **Special Transportation Request** documentation in TIENET, for a child who requires special transportation support and planning. To create the **Request** documentation in TIENET, use **Create New Document** drop-down menu to choose **Special Transportation Request**, then **Go**. The **Label/Comment** section is optional.

For students in Grades Primary – 12, through the NS Program Planning Process, the Student Planning Team will create and complete the **Special Transportation Request** documentation in TIENET, for a student who requires special transportation support and planning. To create the **Request** documentation in TIENET, use the student’s **Create New Document** drop-down menu to choose **Special Transportation Request**, then **Go**. The **Label/Comment** section is optional.

Documents for STUDENT TEST (TEST)

Create New Document: **(Select...)**

- ▼ Documents for 20
- ▼ Program Plannin
  - Request for Read-
  - Referral for Servic
  - Health Plan(s) of C
  - Student SCIs for C
  - Administration of
  - Request
  - Student Transitor

Program Planning

- Administration of Medication to Students
- Documented Adaptations
- Health Plan(s) of Care
- Individual Program Plan (IPP)
- PROJECT SCHOOLS - Student Support Plan
- Personal Care Plan
- Referral for Services
- Request for Alternate Formats (NSA and NSE)
- Request for Read-Aloud Adaptation for NSE (ENG 10)
- Request to Teaching Support Team (Student)
- Student Building/Bus Safety Plan
- Student SCIs for Classroom Teachers
- Special Transportation Request**
- Student Transition Plan (for students not on IPP)

Reports/Transcripts (IPP)



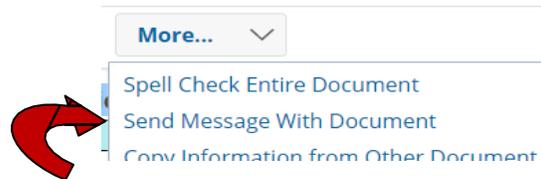
On the document, the **Author** is populated automatically depending on who is completing the form. The author completes the required section of **Specific Request/What is Needed** and **Reason for Request**, as well as the other fields such as **Specialised Equipment if needed**, **Storage of Equipment used by Child/Student if needed**, **Behaviour Supports or Self-Regulation Strategies if needed** and **Distribution Dates**.

Author:



<b>Specific Request/What is Needed</b>	
<b>Reason for Request</b>	
<input type="checkbox"/> Medical	<input type="checkbox"/> Disability/Challenge
<input type="checkbox"/> Temporary Condition	<input type="checkbox"/> Other:
Child to be monitored or supported on the bus by a Teacher Assistant / Bus Monitor? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Specialized Equipment, if needed</b>	
<b>Storage of equipment used by child, if needed</b>	
<b>Behaviour Supports or Self-Regulation Strategies Used, if needed</b>	
<b>Distribution</b>	
Transportation Coordinator	Date:
School Administrator	Date:

- Click on **“Save, Done Editing”** upon completion. The document can then be forwarded to those needing a copy to approve by using **More...** at the top of the document, then **Send Message with Document**.



- If the request is approved, the **Confirmation of Service** at the bottom of the document is completed by a member of the RCE/CSAP staff who is responsible for Special Transportation Planning (Student Services Coordinator, Pre-primary Lead, Transportation Coordinator, etc.) and special transportation is set up to accommodate the request.

**Confirmation of Service**

Pick Up: \_\_\_\_\_

Drop Off: \_\_\_\_\_

Other Relevant Information:

Request approved. Date Service Provided: