inSCHOOL

Nova Scotia Student Information System

Nova Scotia Public Education System

Student Planning Team Meeting Agenda and Minutes in TIENET

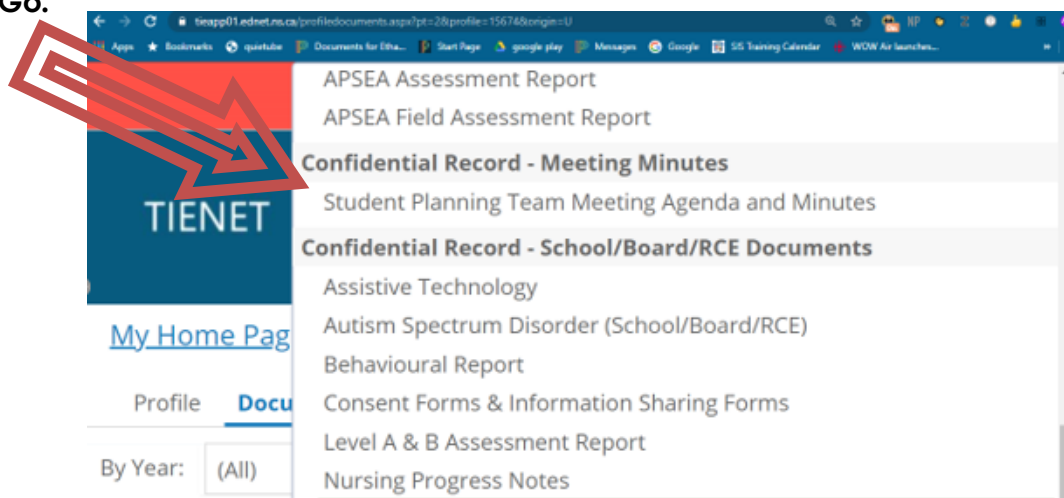Quick Reference Guide

- To record the minutes of a Student Planning Team meeting regarding an individual student in TIENET, go to the student's Document Library

- From the drop-down menu, choose **Student Planning Team Meeting Agenda and Minutes** and click **Go.**


  - Optional - enter a **Label/Comment** (possibly indicating the purpose of meeting or date) and click **Accept**.


The sections to be completed as required fields are shown in red. First select the **Purpose/Goal of Meeting** from the drop-down menu. **Other:** allows you to type in a text box. The **Date of Meeting** is also required (MM/DD/YYYY). The date can be accessed and changed using the calendar icon.

The **Team Members and Guests** section requires you to indicate who the meeting participants are. All staff members, including those specialists attached to your school, can be accessed in the "**lookup**" menu. Once the "lookup" menu appears, simply click on the letter of the staff member's last name or type in their name in the text boxes. Those members and guests who are not attached to your school can be manually entered in the "**non-lookup**" text box along with their corresponding role/title.

The next section acts as an agenda template to help guide the meeting. If applicable, fill in the **Discussion**, **Action Items** and **Follow-up/Review Required?** beside each agenda item. If the agenda item is not applicable, then it can be left blank or **N/A** can be placed in the corresponding section(s). Any items that need to be added to the agenda and minutes can be documented by using **Other** - additional rows can be added to **Other** by clicking on the "**Add Row**" button. Finally, the **Minutes Taken by:** field must be completed and **Minutes Reviewed by Student Planning Team** must be clicked.

Agenda and Minutes			
Item	Discussion	Action(s)	Follow Up/Review Required?
Review purpose/goal of meeting, action items/follow-up from previous meetings, etc.	a	a	☐ Y ☑ N
Review student Strengths, Challenges, etc.			☐ Y ☑ N

When the document has been reviewed and completed, select "**Save, Done Editing**" and set the document to **Final** so that it is secure and cannot be changed accidentally. To do this, click on the **Set Document** link at the top of the page and select **Status from Draft to Final.** This document can be **Unfinalized** at any time during the current school year if there is additional information to add, delete, change, etc.
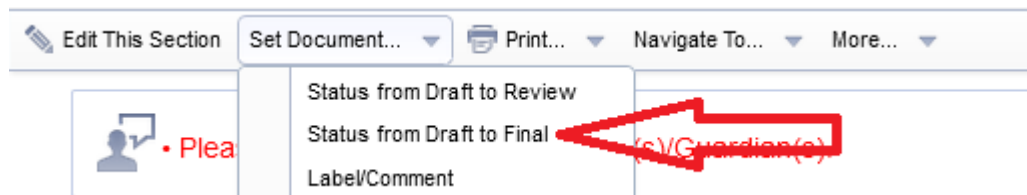
- Select **from Draft to Final** from the drop down menu.

- Confirm this change by clicking **Accept.**

OPTIONAL: When finalizing the document, beside **Send a Notification Message To:**, there is an option to send a document alert/notification to other staff who have access to the student's TIENET documents. To do this, click **Staff User ID**, then search for and choose the staff member you want to send this document notification to and click **Accept.**

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