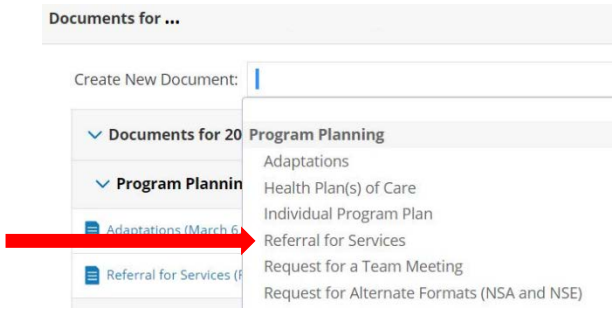


Student Support Worker/Native Student Advisor access using TIENET

Through the NS Program Planning Process, the School Support Team or Program Planning Team may include regional Student Support Workers and/or Native Student Advisors as part of the team to support students and their families and/or the School-Based Team or Program Planning Team may decide to refer a student for Student Support Worker and/or Native Student Advisor services using TIENET.



Using TIENET, to refer a student for this service(s), in the student’s document dropdown menu, choose **Referral for Services** and click **Go** and then **New** (the **Label/Comment** section is optional). Complete the required fields (in red) of the document by indicating the **Referral Source**, **Recommended Service** (Student Support Worker/Native Student Advisor) and **Reason for Referral**, then **Save**. Student **Strengths**, **Challenges** and **Interests** will auto-populate if they have been entered elsewhere in TIENET already. These along with **Background Information** are helpful but not necessary to complete the document. Next, the Referral for Services document gets finalized and forwarded to the appropriate Student Support Worker/Native Student Advisor.

Referral for Services

Note: Click the following link to see the list of RCE/board services that require a TIENET Referral for Services form: [Referral Services](#)
Need Help? See the [Referral for Services Process Guide](#).

Student Profile	
Name:	Gender:
Date of Birth:	Student ID Number:
Self-Identification Indigenous:	Ancestry:
School:	Principal:
School Year:	Grade:
Parent(s)/Guardian(s):	Homeroom:
Home Phone (xxx-xxx-xxxx):	Referral Source: (0) / 00100100 / 00100100

Recommended Service	
Service (none)	Service Referral Date 09/05/2019

Request / Reason(s) for Referral

Please note that the content of this entry will be included in the parent notice of referral.

Student Strengths	Student Challenges	Student Interests
<div style="border: 1px solid gray; height: 30px;"></div>	<div style="border: 1px solid gray; height: 30px;"></div>	<div style="border: 1px solid gray; height: 30px;"></div>

Background Information

Please note that additional information regarding adaptations, individual program plans, and service history can be reviewed in the student profile, repository, Cumulative Record and/or Confidential Record)

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**. (Once completed, this finalized referral will automatically be entered into the Services Data section in the Student's Profile.) To forward this to the Student Support Worker/Native Student Advisor, beside **Send a Notification Message To**, choose **Staff User ID**, then **Search**, **Select** the appropriate Student Support Worker/Native Student Advisor by name, and **Accept**.

To have Student Support Worker/Native Student Advisor access the referral, on the TIENET Home page is a section for **Unread Messages**. Clicking on any of the **Unread Messages** will link to the document forwarded.

My Home Page

Subject	From	Date
Referral for Services for Set to Final Status	Elementary School	06/10/2019 Mon, 01:24 PM
Re: Referral for Services for Set to Final Status	AVRSB District Office	05/14/2019 Tue, 03:55 PM
Referral for Services for Set to Final Status	Regional High School	05/14/2019 Tue, 02:53 PM

To have an alert sent to a staff e-mail address that indicates that there is a message in TIENET, at the top of the TIENET home page, choose **Communication**, then **Messages**, then **Settings**. Confirm that the e-mail address is accurate (which pulls from each staff member's PowerSchool Information and if needed, is changed at the school or regional office level), then click to display the button beside **Send email notification (without actual content)**, then **Accept**.

Other TIENET access for **Student Support Workers/Native Student Advisors** includes (information about these additional features can be found in the [TIENET userguide section of the INSchool website](https://inschool.ednet.ns.ca/board-school-administration/tienet/user-guides/top-nav/) at <https://inschool.ednet.ns.ca/board-school-administration/tienet/user-guides/top-nav/>):

School Level

Caseload

Search

Student

Communication

Send Message

Messages

Announcements

Discussions

Calendar

Reporting

Standard Reports

Documents

Referral for Services

Student Profile

Outstanding Service Referrals - By Service Type

Specific Status of a Service (with no dates) Ancestry

Student Level

Profile

View Only

General Demographics/Parent Guardian Information

Program Information

Emergency Contact Information

Diagnosis/Disorder Information

Caseload

Class Student Roster

Services Data

View, create, add, edit, delete, etc.

Documents

Program Planning

View Only

Adaptations

Health Plans of Care

IPP

Request for Team Meeting

Request for Alternate Format (Grade 10 provincial assessment)

Request for Read-Aloud Adaptation (Grade 10 provincial assessment)

Student Special Transportation Needs

Student Transition Plan (for student not on an IPP)

Referral for Services

View, create, add, edit, delete, etc.

Reports/Transcripts (IPP)

IPP Report

IPP Annual Outcomes (to Attach to High School Transcript)

IPP High School Work Placement Record

View Only

Additional Programming Information

Programming Document

Annual Student Programming Log

Provincial Consent Forms

Consent for Nursing Services