

## New Staff Document: “Request to Teaching Support Team”

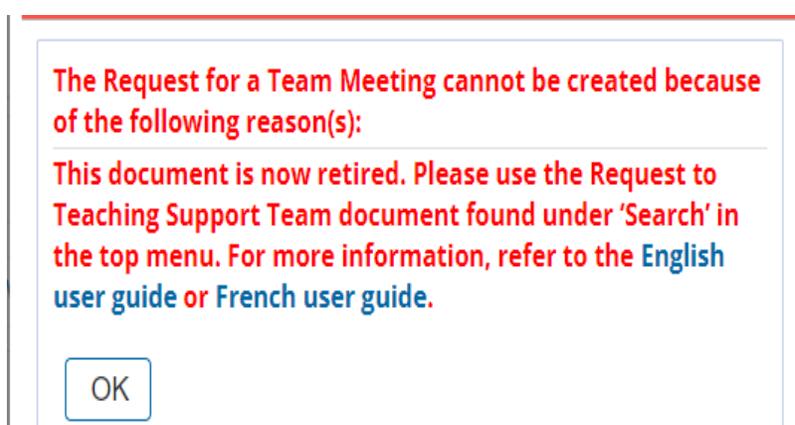
- Due to a technical issue, the **Request for Team Meetings** document was not retired, as was originally communicated in the September 2021 “PowerSchool/TIENET Updates”.
- As a result, two documents exist for teachers/teams to use when requesting support (**Request for Team Meeting** and **Request to Teaching Support Team**).
- To align with the Inclusive Education Policy and the September communication, it has been decided to retire the **Request for Team Meetings** document, found in the student’s library, effective immediately.
- Teachers will now complete the new document **Request to Teaching Support Team** to begin discussions about class wide supports and instruction, small group, and individual supports.

## Background:

- **Teaching Support Teams** prioritize school supports and may make referrals (individual or group of students).
- **Teaching Support Team** recommendations (non-confidential), including but not limited to a referral to Student Planning Team are documented in the **Teaching Support Team Meeting Minutes**.
- **Teaching Support Teams** may determine that a **Student Planning Team (SPT)** is needed to further explore a student’s individual programming and supports.
  - Requests for a SPT meeting may be made by any member of the student’s planning team without going through the TST.
- The **Student Planning Team** includes the parents/guardians, school, and community supports.
- Discussions and recommendations for individual students (confidential) are documented in the **Student Meeting Minutes** in the student’s Document Library.

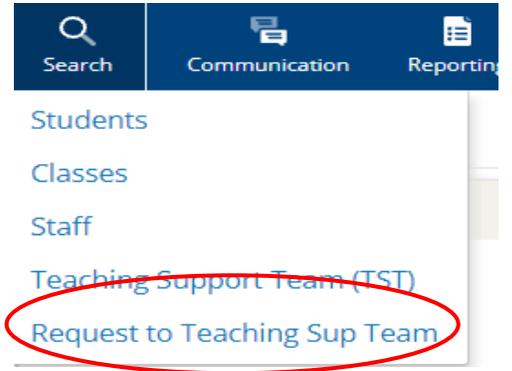
## Notes:

- Teachers who have already completed a Request for Team Meetings must ensure that the process to support a student has occurred and is documented.
- The **Request for Team Meetings** will be retired on **October 4, 2021**.
- The Request for Team Meetings will now be a ‘View Only’ document, with the ability to delete, if needed.
- The following message will be seen when attempts are made to create a **Request for Team Meetings**.



## Request to Teaching Support Team

- Teaching staff can complete and forward a ***Request to Teaching Support Team*** document by hovering over **Search** at the top of TIENET toolbar.
- Click on **Request to Teaching Sup Team**.
- If more than one school is available to you in TIENET, click the Document icon beside the selected school where the request is to be made.
- Select Create New Document and from the drop-down menu, select **Request to Teaching Support Team (Teaching Staff)**, then click Go.
- The request form may be used for individual students, small student groups, whole class, and/or teaching related.



### Important Links:

- [Request to Teaching Support Team User Guide](#)
- [Teaching Support Teams Quick Guide](#)