



Nova Scotia Public Education System

Transition Plan Grades P-8

User Guide

TINET

Revision Date:
August 1, 2025

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(Note: Student names appearing in this document are fictitious names)

SECTION 1: OVERVIEW OF TRANSITION PLANNING FOR GRADES P-8

Transition planning is a student-centred process to help students prepare for key stages connected to school and life. Transition planning focuses on utilizing a student's strengths, challenges, and interests to explore meaningful pathways toward increasing independence and success. The **Student Planning Team (SPT)** works collaboratively to develop this plan, with student voice and choice guiding every step of the process.

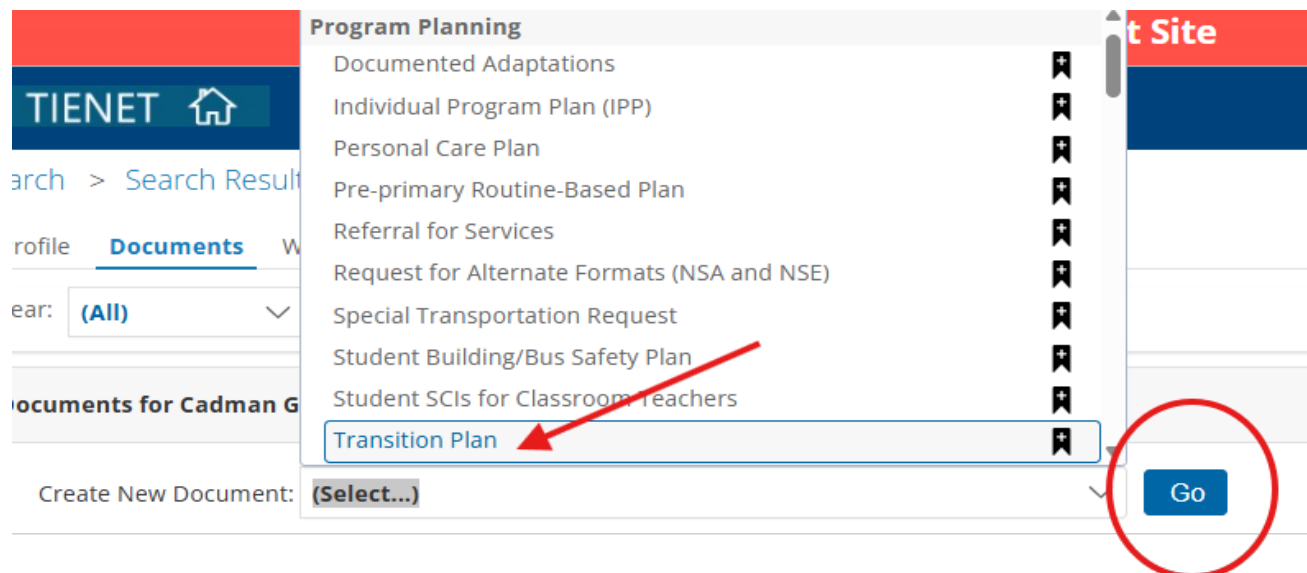
This plan can be created for any student requiring transition support however beginning in Grade 9, a *School to Community Transition Plan* is required prior to developing an IPP.

The Transition Plan *Grades 9-12* user guide can be found here:

https://www.ednet.ns.ca/inschool/files_inschool/transiton_plan_grades_9_12_user_guide.pdf

1.1 CREATING A TRANSITION PLAN DOCUMENT

To create a Transition Plan for a student, go to the student's TIENET document library and in **Create New Document**, choose **Transition Plan** from the drop-down list in the Program Planning section and select **Go**.



You will see **Label/Comment** (it is suggested to label the document with the student's current grade), then click **NEW**.

1.2 SUPPORTING INFORMATION

Once the document has been created, users will see the *Supporting Information* section. The following questions will automatically populate *Yes/No* if there is an existing document for the current school year. Because the Transition Plan stays in *Draft* all year, the *Yes/No* will update as documents are created.

Supporting Information
* Student has Documented Adaptations? → No
* Student has an Individual Program Plan? → Yes
* Student has a Health Plan of Care? → No
* Student is a SchoolsPlus Program participant? → No

Users can check the boxes to select all transition areas that are applicable.

* Is the student transitioning in any of the following areas:

- ☐ New to Nova Scotia public school (i.e., new primary, student transfer, or newcomer)
- ☐ Return to school (after extended absence)
- ☐ Grade-to-Grade
- ☐ School-to-School

Users can then complete the provided text box to document any logistical considerations that are connected to other applicable transition areas (e.g., site visits, scheduled meetings, sharing routines schedules and resources/equipment). If more text is required, users can expand by selecting the feature in the bottom right-hand corner to make the text field larger.

1.3 STUDENT PLANNING TEAM (SPT)

The section titled ***Student Planning Team Members Supporting the Transition Plan*** lists all individuals responsible for supporting the transition goals throughout the school year. This includes student, parents/guardians, school staff - which are selected using the ***lookup*** option - and external agencies and supports (e.g., Local Area Coordinator) - which are selected using the ***non-lookup*** option.

To add team members, select the horizontal arrow or **+Add Row** option.

The SPT members can be changed in order of appearance by using the up/down arrows.

How does the student participate in transition planning?



Pink sections are required fields. Enter in this section how the student was involved/participated in transition planning.

1.4 STRENGTHS, CHALLENGES & INTERESTS

Identifying the student's strengths, challenges, interests, and aspirations are necessary to explore meaningful pathways toward increasing independence and future success.

Strengths, challenges, and interests can be edited directly on this document, or they will be auto populated from what currently exists in the student profile.






Strengths (last updated)	Challenges (last updated)	Interests (last updated)

1.5 CREATING TRANSITION GOALS


Based on the student's strengths, challenges and interests, the SPT will create the individual transition plan.

Staff are required to document the following:

- Transition **Goal**
- **Timeline** for the goal
- **Person(s) Responsible** such as student, parents/guardians, school staff and external members of the SPT who can support with the transition goal.
- **Strategies** to teach/support the goal
- **Resources** required

Goal(s)	Timeline	Person(s) Responsible	Strategies	Resources
				

Goal(s)




Use the feature in the bottom left-hand corner to expand and make the text field larger.

1.6 REVIEWING & REPORTING ON TRANSITION GOALS

Below each transition goal is a text box for users to document updates, progress and recommendations.

Updates, progress, and recommendations (please date and initial each entry):



Because the transition plan is open during the duration of the school year, multiple entries can be made throughout the year when the transition plan is reviewed. Each entry should be dated and signed by the author.



To add more than one goal, users can select **Add Row**.

The goals can be changed in order of appearance by using the **up/down arrows**.

Goals can also be deleted by selecting the **X** option.

1.7 SAVING THE TRANSITION PLAN

Users are encouraged to click **Save, Continue Editing** while completing the document to ensure the current edits are being saved or if staff leave the document to edit later.

1.8 ATTACHING FILES TO THE TRANSITION PLAN

Users can attach any relevant transition resources used to support the plan. To learn how to attach files please see the corresponding [user guide](#).