

Nova Scotia Student Information System

Nova Scotia Public Education System

Annual Student Programming Log in TIENET

Quick Reference Guide

Revision Date: November 4, 2015

Quick Reference Guide November 4, 2015

1 ANNUAL STUDENT PROGRAMMING LOG

2

In TIENET, the **Annual Student Programming Log** is a student document to keep yearly records of **communication**, **programming** and/or **other** notes about a student's program related to Student Services or Program Planning. If needed, this document is opened once per school year and used throughout. This is accessed in the student's TIENET documents using **Create New Document**, **Go**, then **New** – no **Label/Comment** needed.

Create New Document:		•	Go	
➡ Documents for 2015/16	Program Planning	Î	<u>tion Date</u>	Finalization Date
Program Planning	Documented Adaptations - PPT			
Lindividual Program Plan Attachment:	Documented Adaptations - Teacher Exploration Health/Emergency Care Plan Form		Mon, 08:54 AM	
- Reports/Transcripts (IP	Referral for Services			
Individual Program Plan Re	Individual Program Plan Student Special Transportation Needs		Tue, 02:41 PM	
- Additional Programmin				
Annual Student Programmi	Request for Alternate Formats (NSA and NSE)		Mon, 09:00 AM	10/05/2015 Mon, 09:00 AM
- Confidential Record - N	Request for Read-Aloud Adaptation for NSE (ENG 10)			
Meeting Minutes (IPP review			Mon, 08:51 AM	10/05/2015 Mon, 08:51 AM
Meeting Minutes (ot referal)	Reports/Transcripts (IPP) IPP Annual Outcomes (to attach to HS Transcript)		Mon, 09:01 AM	10/05/2015 Mon, 09:01 AM
- Confidential Record - E				
Physio & OT Report (OT ref	Additional Programming Information		Mon. 09:00 AM	10/05/2015 Mon. 09:00 AM
Attachment:	Programming Document	Won, 09:00 AM		10/03/2013 WOIL, 09.00 AW
✓ Documents for 2014/15	Annual Student Programming Log			

Each entry includes the **Date** (defaulting to the date the entry is generated but can be changed), the **Log Entry Type** (use drop-down menu for 3 choices – **Other** will provide an additional text box to add more info), the **Author** (use the staff lookup feature) and **Note(s)** - all are required fields. Then the entry needs to be **Saved**. Any subsequent entries will be made the same way by reopening the document, clicking **Edit this Section** and after **Add Row** is clicked to activate a new entry row. Rows will be ordered from most recent entered at the top but can be rearranged using the up and down arrows. Good practice would suggest that the most recent entries by date should be at the top.

lame: Smith, late of Birth: /2004		Sex: Male Student ID Number:	
elf-Identification Aboriginal: No		Ancestry:	
chool: Elementary School		Principal:	
ichool Year: 2013-14		Grade: 02	
arent(s)/Guardian(s):		Homeroom:	
ome Phone (xxx-xxx-xxxx):			
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This document remains in **Draft** throughout the school year so that additional entries can easily be made by any teaching staff that can access the student's TIENET documents. At the end of the school year it should be finalised, which archives it for future viewing.

Date	Log Entry Type	Author	Note(s)
10/04/2013	TIENET Testing	Kerr,	Testing the new Annual Student Programming Log
10/04/2013	Communication	Zebian,	Called home today at about 4 pm. and talked to dad to report progress seen on completion of homework assignments this week. Agreed to call back next Friday as well with another update.
10/01/2013	Programming	Mitchell,	worked on Math today using the calculator app on the LPad and responded very well - a huge motivator as he completed his entire assignment with little assistance!

