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Nova Scotia Student Information System

Nova Scotia Public Education System

SchoolsPlus Referral in

TIENET

User Guide

TIENET

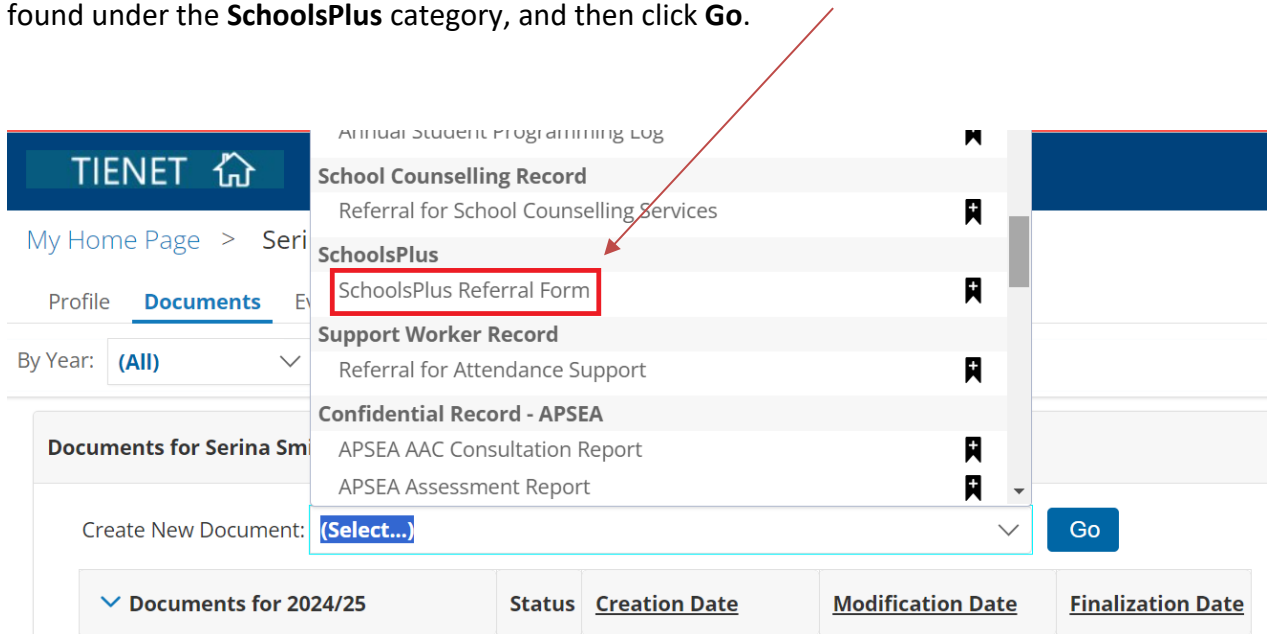
Revision Date:
August 14, 2024

SchoolsPlus TIENET Referral Guide for School Administrators and School Counselors

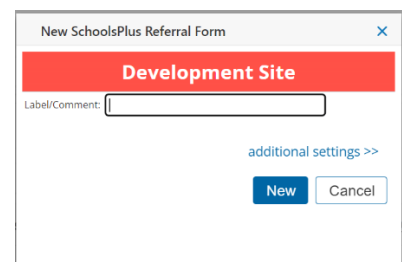
Note: only School Administrators and School Counselors can make a school referral to SchoolsPlus in TIENET.

To Refer a Student to SchoolsPlus:

- ✓ Prior to starting a SchoolsPlus Referral in TIENET, **ensure that the parent/guardian and/or student is aware and consents to the reasons for the referral.** A dropdown at the top of the referral form will require you to select “Yes” prior to the form loading.
- ✓ In TIENET, **search and locate** the student for whom you want to make a SchoolsPlus referral and go to the **Document** section of the student’s record.
- ✓ From the **Create New Document** dropdown list, select **SchoolsPlus Referral Form**, which is found under the **SchoolsPlus** category, and then click **Go**.



- ✓ A **Label/Comment** box will appear and for this document, fill in **the date of the referral**, then click **New**.



- ✓ You now must select ‘Yes’ to verify the **parent/guardian and/or student is aware of the referral, and then you may begin filling in the document.**

- ✓ Complete the required fields of this document including **Referral Source Information, Reasons for Referral, Previously attempted Strategies, Current school-based services/supports, and Current community-based services/supports.** When finished, click **Save, Continue Editing.**
- ✓ It is important that the document gets forwarded to the SchoolsPlus Facilitator in TIENET by pulling down the **More...** dropdown menu, and clicking on **Send Message with Document.** If this step is not completed, the SchoolsPlus Facilitator will not be aware that a referral has been made in TIENET and no action will be taken on the referral.
- ✓ The Referring source role has now completed their part. Now the SchoolsPlus Facilitator will be responsible for assessing if the referral meets the criteria for SchoolsPlus involvement.



<http://schoolsplus.ednet.ns.ca>

SchoolsPlus is a collaborative interagency approach supporting the whole child and their family with the school as the center of service delivery.