



Nova Scotia Student Information System

Nova Scotia Public Education System

# Creating Adaptations

Quick Reference Guide

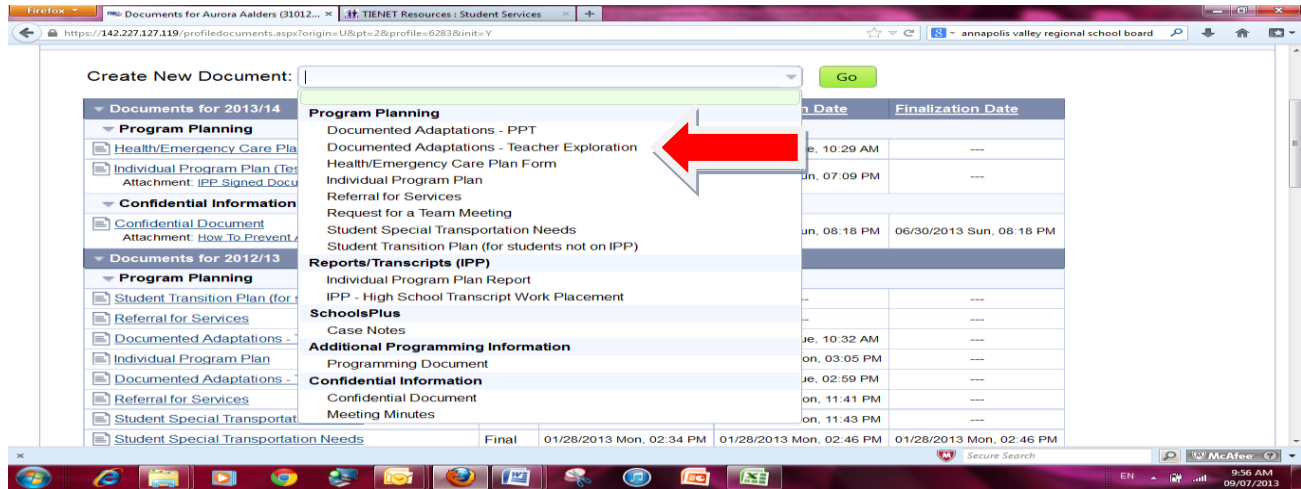
Revision Date:  
July 8, 2013

## Contents

1	Adaptations in TIENET.....	3
1.1	Creating Adaptations .....	3
1.2	Reviewing and Finalizing Adaptations .....	4

## 1 ADAPTATIONS IN TIENET

To create Documented Adaptations, either **Documented Adaptation: Teacher Exploration** or **Documented Adaptations: PPT**, go to the student’s document library and choose the appropriate document from the **Create New Document** dropdown list. The suggested comment for a Teacher Exploration document is the teacher’s name and subject. The suggested comment for PPT document is the subject areas.



### 1.1 CREATING ADAPTATIONS

Once the document is created the teacher or PPT must fill in the appropriate adaptations. There are drop down menus with adaptations for each category. For each category there is also an “other”. When you choose “other” make sure to fill in the text box below with the information describing what the “other” adaptation is.

When filling out the Person(s) responsible do not include the teacher’s name. Simply indicate the appropriate person by classroom teacher or resource teacher, etc.

**Note:** You should not exceed three adaptations per category in order to keep adaptations manageable.

Specific Adaptations		
Specify Adaptations within the Provincial School Program Grade Level Curriculum Outcomes		
Organizational Strategies		
Specific Adaptation(s)	Person(s) Responsible	
Add Row ↑↓🗑️ Use buddy system ▾ Further Details: (Optional)	st	test
Add Row ↑↓🗑️ Use visual schedule / agenda ▾ Further Details: (Optional)	test	test

After completing the adaptations you must enter a **Proposed Review Date**. Adaptations must be formally reviewed once during the school year or once per semester for high schools.

Proposed Review Date: 06/05/2013

Actual Date of Review: 06/05/2013

*Adaptations require review at least once annually (Policy 2.2, Special Education Policy) and it is recommended that reviews occur once each semester at the high school level.*

Author: CHARLES (MacDonald, Charles)

ABC

## 1.2 REVIEWING AND FINALIZING ADAPTATIONS

When doing the formal review of the adaptations you must put the document into **Review Status**. To do this, go to **Set Document...** dropdown and select **Status from Draft to Review**. When you are in Review Status you are able to manipulate the **Review** column. You can also manipulate information in the other columns while in Review Status too.

TIENET

My Home Page | Aurora Aalders (3101244659) > Documents | Draft: Document

Edit This Section | Set Document... | Print... | Navigate To... | More...

Sections  
Status from Draft to Review  
Status from Draft to Final  
Label/Comment

Berwick and...  
220 Veteran's Drive  
Berwick, Ns B0P 1E0

When reviewing adaptations you need to indicate if you will **Continue** or **Discontinue** the adaptation. If you choose **Discontinue** you must provide a rationale.

Subject Area(s)	Review Results
st	Review of Adaptation Rubric (none) Please provide rationale (required if discontinued): Test Discontinue
st	Review of Adaptation Rubric (none) Please provide rationale (required if discontinued):

Once the adaptations are formally reviewed you must enter an **Actual Review Date**.

Proposed Review Date: 06/05/2013 Actual Date of Review: 06/05/2013

*Adaptations require review at least once annually (Policy 22, Special Education Policy) and it is recommended that reviews occur once each semester at the high school level.*

The author of the document must be indicated at the bottom of the document.

Author: CHARLES (MacDonald, Charles) (ID) lookup

Save, Done Editing Save, Continue Editing Cancel Editing ABC

The adaptation document must be set to **Final Status** by the end of the school year or semester (high school). To set the document to **Final**, go to **Set Document – Status from Review to Final**.

My Home Page Aurora Aalders (3101244659) > Documents

Edit This Section Set Document... Print... Navigate To...

Docu

- Sections
- Status from Review to Final
- Status from Review to Draft
- Label/Comment

Berwick and ...  
220 Veteran's Drive  
Berwick, Ns B0P 1E0  
902-538-4720  
Annapolis Valley Regional School Board