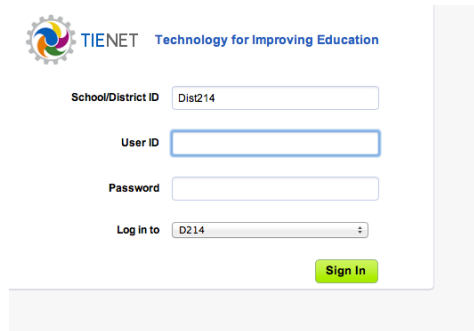


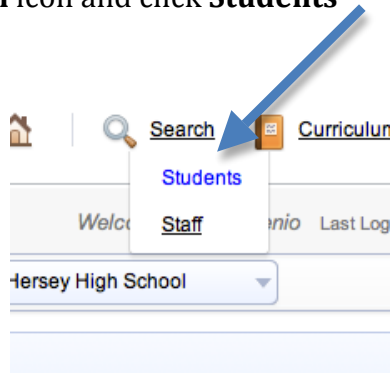
TIENET INSTRUCTIONS

STEP 1: LOGIN AT: <https://tienet.d214.org/userlogin.aspx>

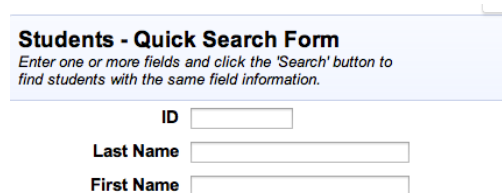
- User ID and Password are the same login for your computer
- Make sure School/District ID is filled in with **Dist214**
- The bottom drop down should be defaulted to D214



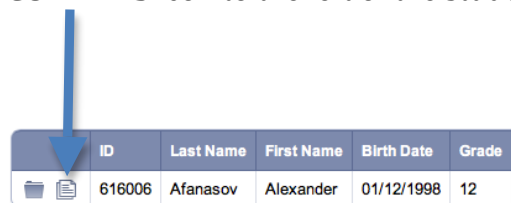
STEP 2: Scroll over the **Search** icon and click **Students**




STEP 3: Search for student using their ID, Last Name, or First Name



STEP 4: Click on the **DOCUMENTS** icon to the left of the student's ID number



	ID	Last Name	First Name	Birth Date	Grade
	616006	Afanasov	Alexander	01/12/1998	12

STEP 5: Use the drop down menu next to **CREATE NEW DOCUMENT** and select **INCIDENT REFERRAL FORM** and click **GO**

Create New Document:

- Documents for 2015/16
 - RTI Process
 - EIT Request Form
 - Meeting Summary
 - Individual Learning Plan
 - Vanguard Student Referral Form
 - Section 504
 - Notice of Section 504 Conference
 - 504 Eligibility Determination
 - Section 504 Annual Plan
 - Section 504 Accommodations Profile
 - Section 504 : Manifest Determination
 - Additional Plans
 - Behavioral Intervention Plan
 - Incident Referral
 - Incident Referral Form**
 - Other
- Documents for 2014/15

Go

STEP 6: Type in the reason for referral and click **NEW**

-Example: Disruptive Behavior, Disrespectful, Excessive Tardies

New Incident Referral Form

New Cancel

Label/Comment:

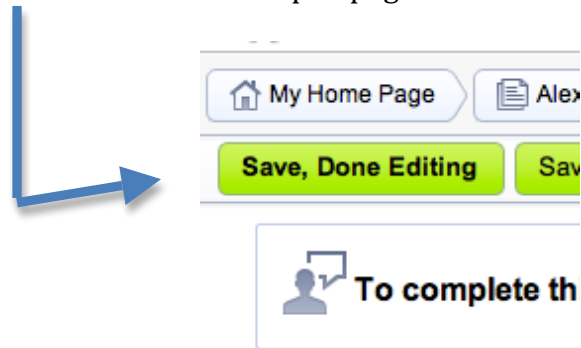
[advanced >>](#)

STEP 7: Fill out the Incident Referral Form **through** the Description of Incident

IMPORTANT: BE VERY SPECIFIC IN THE DESCRIPTION OF INCIDENT AND USE QUOTATIONS IF NEEDED

Case Manager:	Subject: (none)	Referred By School: 050162140170004 (John Hersey High School) (ID)								
<div>Discipline Information:</div> <table border="1"> <tr> <th>Discipline Type/Reason:</th> <th>Referred By:</th> <th>Location:</th> <th>Date/Time Incident Occurred</th> </tr> <tr> <td>(none)</td> <td>(ID) lookup</td> <td>(none)</td> <td>10/15/2015 Thu, 09:47 AM</td> </tr> </table>			Discipline Type/Reason:	Referred By:	Location:	Date/Time Incident Occurred	(none)	(ID) lookup	(none)	10/15/2015 Thu, 09:47 AM
Discipline Type/Reason:	Referred By:	Location:	Date/Time Incident Occurred							
(none)	(ID) lookup	(none)	10/15/2015 Thu, 09:47 AM							
<div>Possible Function:</div> <table border="1"> <tr> <td>(none)</td> <td>(none)</td> </tr> <tr> <td>(none)</td> <td>(none)</td> </tr> <tr> <td>(none)</td> <td>(none)</td> </tr> </table>			(none)	(none)	(none)	(none)	(none)	(none)		
(none)	(none)									
(none)	(none)									
(none)	(none)									
<div>Environmental Factors:</div> <table border="1"> <tr> <td>(none)</td> <td>(none)</td> </tr> <tr> <td>(none)</td> <td>(none)</td> </tr> <tr> <td>(none)</td> <td>(none)</td> </tr> </table>			(none)	(none)	(none)	(none)	(none)	(none)		
(none)	(none)									
(none)	(none)									
(none)	(none)									
<div>Description of Incident/Comments: Please provide a behaviorally specific description of the incident including student quotes and other behavior descriptors that accurately describe how the student was behaving. State observable behaviors as opposed to interpretations or opinions.</div> <div></div>										
<div>Previous Staff Intervention:</div> <table border="1"> <tr> <td>Add Row</td> <td>(none)</td> </tr> </table>			Add Row	(none)						
Add Row	(none)									
<div>Date:</div> <table border="1"> <tr> <td></td> </tr> </table>										

STEP 8: Click **SAVE, DONE EDITING** at top of page



That's all you need to do!!

The Dean's will finish the rest of the referral and contact you if there needs to be additional information.