Creating Adaptations

Quick Reference Guide
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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.
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.

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.

When reviewing adaptations you need to indicate if you will Continue or Discontinue the adaptation. If you choose Discontinue you must provide a rationale.
Once the adaptations are formally reviewed you must enter an Actual Review Date.

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

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.