

## Miscellaneous FAQs

1. I have students who have exited on STARS but they are still showing up on TIENET.

Go into Tienet and fill out the Exit form – fill out date and exit reason and make sure finalize that form. Make sure you are in the correct year for exiting. Then TIENet will update STARS that following night.

The student will always stay in TIENet for historical purposes.

2. If we have a student tagged on STARS to get them into the TIENET system to complete the paperwork and find out they do not qualify for sp ed – do we just delete them??

You will need to remove the Send to Tienet checkbox in STARS. See the exit process for details. Do not delete the student from TIENet. If it is a preschool student that normally would not have been entered into STARS, you can delete them from STARS.

3. What do you do with a preschool student who isn't in the STARS system yet?

You will need to add the student to STARS in order to utilize the forms in TIENet for that student. Students can be put into STARS once they are 2 years old.

4. How does the information get into the “Contact Info” page in TIENET?

When an IEP is finalized, that data gets written from the IEP cover page to the contact Info page.

5. I am presently working on a Transition IEP, entering info into it. I am on page T-1 and can't type in the PLAAFP fields.

The solution (it's a weird one) is to click beside where it says “insert statements” so you are clicking on nothing. You should then be able to click in the field and begin typing. This is a little quirk in TIENet and it's because of the stylized formatting on this page.

6. Staff that need to see students in private schools need to have the district (example: Dickinson 1) as a work site location because that is the way it is set up in STARS. The Units/Districts don't have access to private schools so that is why they are listed as the district. This is driven by STARS.

7. Are there any TIENET pages to use for IEP/IFSP Joint requirements?

Yes, there is the joint prior notice form.

8. Is there some way that staff can change a document from FINAL back to draft? Or should they just start a new form and make the notation that the first one was finalized before it was completed?

Staff cannot change the status once it's been finalized. However, the Unit Administrator or Security administrator can change the status from final to draft or review. This should only be done in the event of minor changes.

9. If I write NA in the Independent Living goal on the T-1 section of the Transition IEP it carries that over to the T-3 section. Consequently I cannot finalize the IEP.

The reason the T3 page won't let you finalize is because it is expecting something for the Independent living section. You will need to leave the Independent living section blank on the T1 page and then it will not prompt for it on the T3 page. If you have already enter text on the T1 page, you will need to remove all text and checks for Independent Living on the T3 page, save it. Go back to the T1 page and remove the text in the Independent Living field and save it. Go back to the T3 page and save and it should let you finalize. Gerry will be providing guidance for these sections in the coming week.

10. I have a student that transferred within unit and I added the student to the new case manager's caseload, but how do I change the Case Manager to the new teacher?

You will need to go into the Student's profile and edit the eligibility page. In the middle it lists who the case manager is and you can change it there. The other option is to do nothing and when the new case manager does the IEP they can update it on the form and it will then update the Student's profile automatically.