



## TIENET

# How classroom teachers view their students' IEPs, PLPs and 504 plans

### Introduction

*TIENET's web-based technology tools enable special educators to track and monitor the entire IEP process from the initial referral through classifying and placing students, delivering services and meeting state and federal reporting requirements related to IDEA and NCLB. Middletown Public Schools will use TIENET to manage special education census data, write IEPs, write PLPs and write 504 plans. All teachers in the school district will have view rights to their students' plans.*

### Log In to TIENET

1. Select the TIENET button  from the Middletown home page ([www.ri.net/middletown](http://www.ri.net/middletown)) or go directly to <http://www.tienet.ws/>

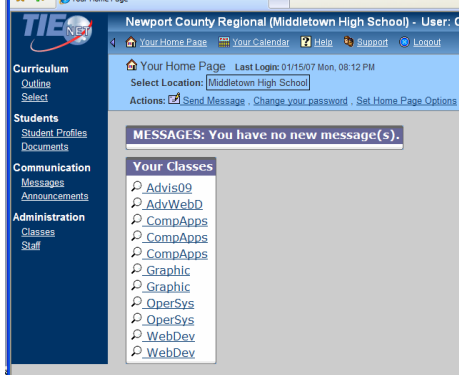
2. Enter your log in information


**REMOVED FOR SECURITY**

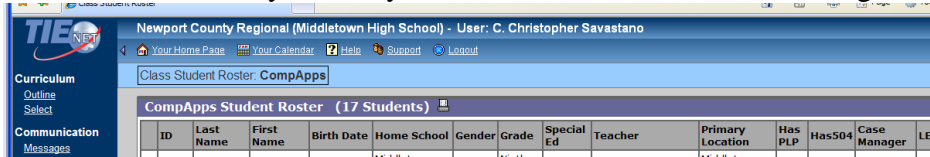
\*The first time you log in you will be prompted to change your password.

### Viewing your student's plans

1. When you log in you will see a list of your classes

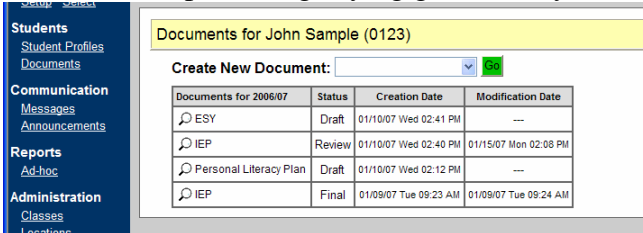


- Click on the name of a class to see the roster of the students in the class. In this student roster view you will be able to identify those students in your class that have IEPs, PLPs, 504s. You will also be able to identify advisory/homeroom teachers and case managers.



- Click on the magnifying glass to see the documents associated to a student

- Select the plan (magnifying glass) that you would like to view

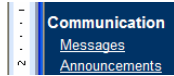


*Teachers are asked to act with the utmost care when viewing these plans. These plans are extremely confidential and need to be viewed at a time when no others can see the monitor. Please be sure to log off after viewing. Do not print a student's IEP, PLP or 504 plan.*

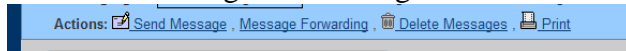
## **Setting Communication Messages so that messages are forwarded**

*The communications section is used to send messages to staff members, much like an email system. This is primarily used to set up meetings. These messages can be forwarded to your mpsri email address by following the steps below.*

1. Select Messages under the Communications Section.



2. Select Message Forwarding under the Actions Section



3. Select yes and enter your email address. Select Accept

Message Forwarding	
Forward Messages?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Email Address	<input type="text" value="emailaddress@mpsri.net"/>
<input type="button" value="Accept"/>	<input type="button" value="Cancel"/>