Process for putting students into PowerSchool, STARs and TIENET and Exiting

**Referring a general education student to special education**

- **PowerSchool:** select the "Send to TIENET" option on the State/Province-ND page.
- **STARs:** select the "Send to TIENET" selection and check the "Special Education" checkbox and select the "Serving Special Ed Unit"

**Student found eligible for special education services**

- **PowerSchool:** remove the "Send to TIENET" selection and check the "Special Education" checkbox and select the "Serving Special Ed Unit"
- **STARs:** remove the "Send to TIENET" and check the "Special Education" checkbox select the "Serving Special Ed Unit"

**Student not found eligible for special education (Initial Evaluation Only)**

- **PowerSchool:** remove the "Send to TIENET" selection in Powerschool
- **STARs:** remove the "Send to TIENET" selection in STARs

**TIENET:** no exit form needed

**Student not found eligible for special education (Reevaluation only)**

- **TIENET:** Complete and finalize "Exit Form" in TIENET
  *make sure "Serving School" on Exit form matches "Serving School" on Profile in TEINET*