

Counseling Contact Log

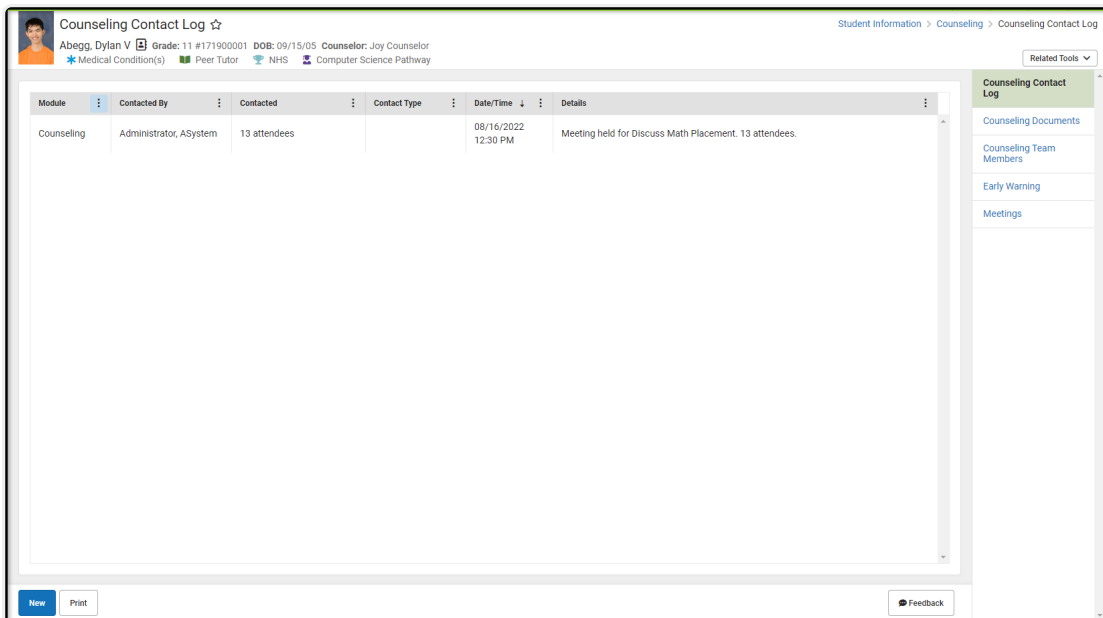
Last Modified on 03/31/2025 3:05 pm CDT

Tool Search: Contact Log

The Counseling Contact Log records all instances of communication by school personnel regarding a particular student and their counseling needs. This communication can be with the student, their guardians, or others, and could include letters or email, phone calls, and face-to-face meetings for example.

There are several areas within Student Information that include a Contact Log tool - Counseling, Health, PLP, Response to Intervention (RTI), Special Education, plus several states that have a localized Contact Log for certain tools. In an effort to consolidate and streamline the process of managing communication between the school and students/guardians of students, the [Contact Log in Student Information General](#) is the main hub where all contact log records can be viewed and modified by school personnel who are granted proper tool rights. The Counseling Contact Log functions the same as this new Contact Log.

Submit feedback for the new Contact Log by clicking the **Feedback** button in the bottom right hand corner. This takes you to the [Campus Community Contact Log](#) forum topic where you can add your suggestions for the Contact Log.



The screenshot shows the Counseling Contact Log interface. At the top, there is a header bar with the title "Counseling Contact Log" and a star icon. Below the header, there is a section for student information: "Abegg, Dylan V", "Grade: 11", "#171900001", "DOB: 09/15/05", "Counselor: Joy Counselor", and a list of tags: "Medical Condition(s)", "Peer Tutor", "NHS", and "Computer Science Pathway". The main area is a table with columns: "Module", "Contacted By", "Contacted", "Contact Type", "Date/Time", and "Details". The table contains one row with the following data: "Counseling", "Administrator, ASystem", "13 attendees", "", "08/16/2022 12:30 PM", and "Meeting held for Discuss Math Placement. 13 attendees." On the right side, there is a sidebar with a "Related Tools" dropdown menu and a list of links: "Counseling Contact Log", "Counseling Documents", "Counseling Team Members", "Early Warning", and "Meetings". At the bottom left, there are "New" and "Print" buttons. At the bottom right, there is a "Feedback" button.

Counseling Contact Log

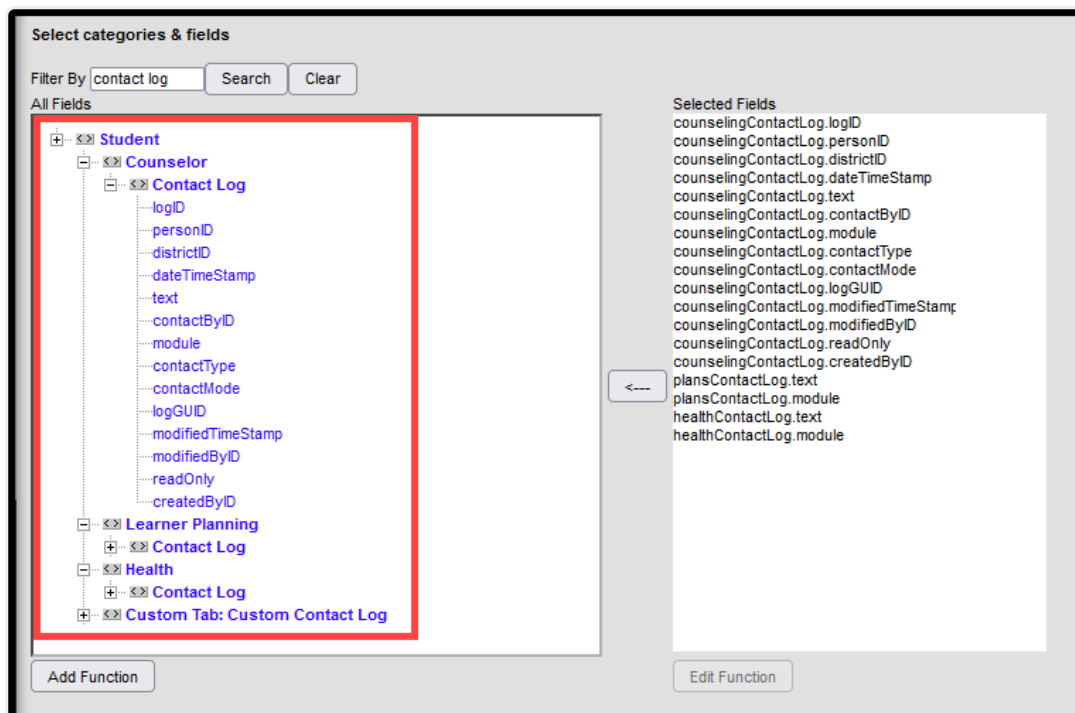
See the [Counseling Tool Rights](#) article for information about rights needed to use this tool.

Contact Log Fields in Ad hoc Query Wizard

Information from the Contact Log records can be included in an Ad hoc Query using the **Student Data Type**. Contact log fields are available in the following locations:

- Student > Counselor > Contact Log
- Student > Learner Planning > Contact Log (includes fields for RTI, PLP and Special Education)
- Student > Health > Contact Log

See the [Contact Log Detail Descriptions](#) for specific Ad hoc fields.

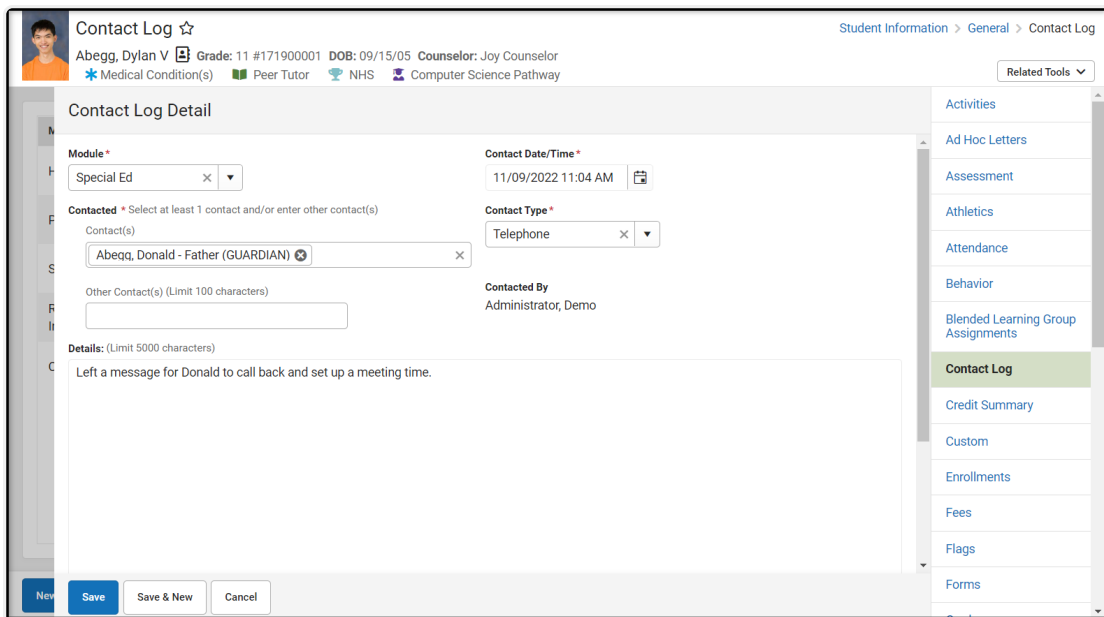


Contact Log Ad hoc Fields

Enter a New Contact Log Record

See the table following these procedures for descriptions of these fields, Ad hoc locations and Database information.

1. Click the **New** button. The **Contact Log Detail** side panel displays.
2. Select the area of contact from the **Module** dropdown list. When entering a Contact Log record from a location other than the General Contact Log tool, the Module field is already populated with the area of product.
3. Verify the **Contact Date/Time** field of the contact is correct. This field auto-populates with the current date and time. When entering a record from a contact that previously happened, modify this field accordingly.
4. Select the appropriate **Contact Type** from the dropdown list.
5. Use the **Contacted** fields to select and/or enter who was contacted.
6. Enter the **Details** of the contact.
7. Click the **Save** button to save the record. Or, to enter another record for the same student, click the **Save & New** button to save the record and enter another new record.



Contact Log ☆

Abegg, Dylan V Grade: 11 #171900001 DOB: 09/15/05 Counselor: Joy Counselor
 Medical Condition(s) Peer Tutor NHS Computer Science Pathway

Student Information > General > Contact Log

Related Tools ▾

Contact Log Detail

Module*
 Special Ed

Contact Date/Time*
 11/09/2022 11:04 AM

Contacted* Select at least 1 contact and/or enter other contact(s)
 Contact(s)
 Abeqq, Donald - Father (GUARDIAN)

Contact Type*
 Telephone

Other Contact(s) (Limit 100 characters)

Contacted By
 Administrator, Demo

Details: (Limit 5000 characters)
 Left a message for Donald to call back and set up a meeting time.

Buttons: New, Save, Save & New, Cancel

Right Sidebar (Related Tools): Activities, Ad Hoc Letters, Assessment, Athletics, Attendance, Behavior, Blended Learning Group Assignments, **Contact Log**, Credit Summary, Custom, Enrollments, Fees, Flags, Forms

Contact(s) List Logic

The Contacts(s) dropdown list includes 6 different "types" of people and shows them in the following order:

1. the student themselves
2. people with current relationships to the student ("Guardian" will appear if the guardian checkbox has been marked)
3. people currently in the student's household
4. active teachers for course/sections a student is currently taking
5. any current Team Members for the student
6. people who have been contacted previously for this student who exist as users in Campus

Contact Log Detail Descriptions

Data Element	Description	Database and Ad hoc Field Locations
Module	<p>Lists the area where the contact was entered in the product, or the general topic of the contact.</p> <p>Options are:</p> <ul style="list-style-type: none"> • Attendance • Counseling • Health • PLP • Response to Intervention • Special Education 	<p>ContactLog.module</p> <hr/> <p>Ad hoc Location</p> <ul style="list-style-type: none"> • Attendance - Student > Attendance > Contact Log > Contacted > contactLogContactedID • Counseling - Student > Counselor > Contact Log > counselingContactLog.module • Health - Student > Health > Contact Log > healthContactLog.module • PLP, RTI, Special Education - Student > Learner Planning > Contact Log > plansContactLog.module
Contact Date/Time	<p>Reports the date (mm/dd/yyyy) and time (HH:MM) the record was entered.</p>	<p>ContactLog.dateTimeStamp</p> <hr/> <p>Ad hoc Location</p> <ul style="list-style-type: none"> • Counseling - Student > Counselor > Contact Log > counselingContactLog.dateTimeStamp • Health - Student > Health > Contact Log > healthContactLog.dateTimeStamp • PLP, RTI, Special Education - Student > Learner Planning > Contact Log > plansContactLog.dateTimeStamp
Contact Type	<p>Indicates how the individual was contacted. The list of options varies depending on what module is selected for the record.</p> <p>Additional options can be added in the Attribute/Dictionary.</p>	<p>ContactLog.contactType</p> <hr/> <p>Ad hoc Location</p> <ul style="list-style-type: none"> • Counseling - Student > Counselor > Contact Log > counselingContactLog.contactType • Health - Student > Health > Contact Log > healthContactLog.contactType • PLP, RTI, Special Education - Student > Learner Planning > Contact Log > plansContactLog.contactType

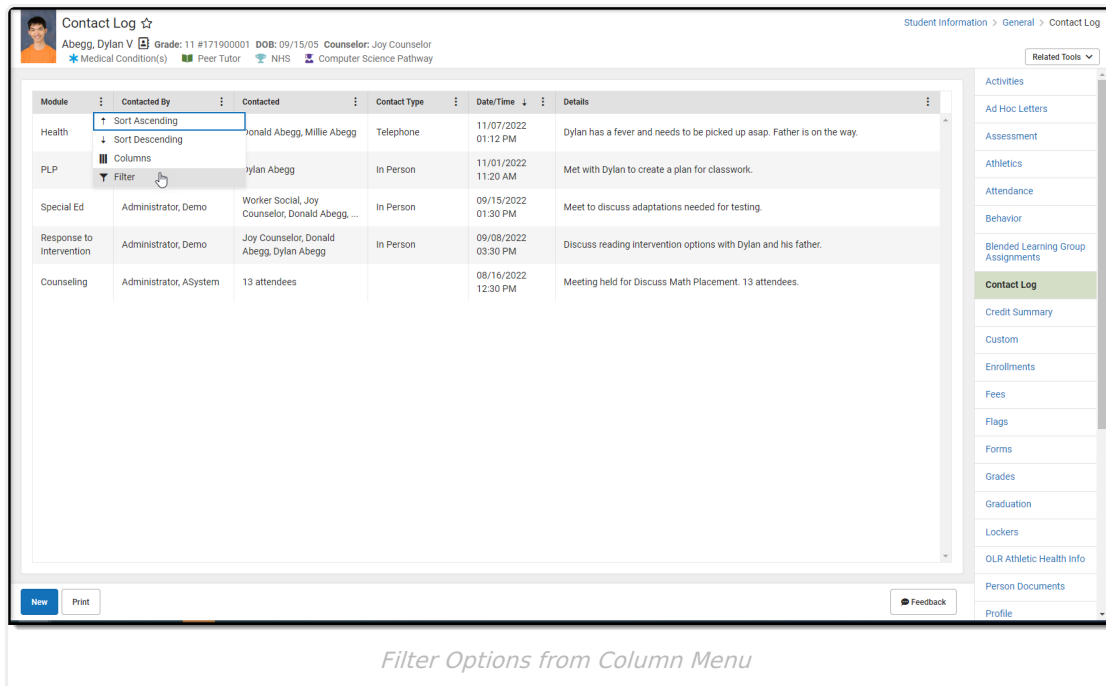
Data Element	Description	Database and Ad hoc Field Locations
Contacted	Indicates the person or people intended for the contact. There are two fields where information can be entered. Select contacts who have been entered in Campus from the Contact(s) field. The Other Contacts field can be used to enter anyone who is not entered into Infinite Campus.	<p>ContactLog.contactMode</p> <hr/> <p>Ad hoc Location</p> <ul style="list-style-type: none"> Counseling - Student > Counselor > Contact Log > counselingContactLog.contactMode Health - Student > Health > Contact Log > healthContactLog.contactMode PLP, RTI, Special Education - Student > Learner Planning > Contact Log > plansContactLog.contactMode
Contacted By	Records the staff person who entered the record.	<p>ContactLog.contactByID</p> <hr/> <p>Ad hoc Location</p> <ul style="list-style-type: none"> Counseling - Student > Counselor > Contact Log > counselingContactLog.contactByID Health - Student > Health > Contact Log > healthContactLog.contactByID PLP, RTI, Special Education - Student > Learner Planning > Contact Log > plansContactLog.contactByID
Details	Provides a text entry field for recording a detailed description of the contact.	<p>ContactLog.text</p> <hr/> <p>Ad hoc Location</p> <ul style="list-style-type: none"> Counseling - Student > Counselor > Contact Log > counselingContactLog.text Health - Student > Health > Contact Log > healthContactLog.text PLP, RTI, Special Education - Student > Learner Planning > Contact Log > plansContactLog.text

Filter Contact Log Records

The Contact Log organizes records by Module (the type of contact log record), Contacted By (who made the contact), Contacted (who was contacted), Contact Type, the date and time the record was saved, and the Details (reason) for the contact.

Contact Log records are sorted first by the Date and Time of the record, with the most recent record displaying first. To display contact log records for only one module, select that module by using the filter option located in the Column Menu which is indicated by 3 dots to the right of each column.

In the example below, the Column Menu is open for the Module column showing the options available.



The screenshot shows the 'Contact Log' interface for a student named Dylan V. Abegg. The interface includes a header with student information and a main table of contact logs. The 'Module' column has a dropdown menu open, showing options like 'Health', 'PLP', 'Special Ed', 'Response to Intervention', and 'Counseling'. The 'Filter' option is highlighted. The table lists contact records with columns for Module, Contacted By, Contacted, Contact Type, Date/Time, and Details.

Module	Contacted By	Contacted	Contact Type	Date/Time	Details
Health	Donald Abegg, Millie Abegg	Telephone	11/07/2022 01:12 PM	Dylan has a fever and needs to be picked up asap. Father is on the way.	
PLP	Dylan Abegg	In Person	11/01/2022 11:20 AM	Met with Dylan to create a plan for classwork.	
Special Ed	Administrator, Demo	Worker Social, Joy Counselor, Donald Abegg, ...	In Person	09/15/2022 01:30 PM	Meet to discuss adaptations needed for testing.
Response to Intervention	Administrator, Demo	Joy Counselor, Donald Abegg, Dylan Abegg	In Person	09/08/2022 03:30 PM	Discuss reading intervention options with Dylan and his father.
Counseling	Administrator, ASystem	13 attendees		08/16/2022 12:30 PM	Meeting held for Discuss Math Placement. 13 attendees.


Filter Options from Column Menu

Print Contact Log Records

Default options are set to include every contact in each module, for all dates, contact types, entered by all staff, and contact made to all individuals, and sorted by date. These can be modified by removing the All option and adding specific values to the fields.

1. Click the **Print** button in the lower left corner. A **Contact Log Print** panel opens to the right.
2. Choose desired **Module** for which to print records.
3. Enter the **Start Date** and **End Date** to return records within that range only. Or, leave these fields without a selected date to print all records.
4. Select the desired **Contact Type**.
5. Select the desired **Contacted By** option.
6. Select the desired **Contacted** option(s).
7. Choose the appropriate **Sorting** option - Date ascending, Date descending, or Contacted By.
8. Click the **Generate** button. The report prints in PDF or CSV format for the selected student.

In the example below, Counseling Contact Logs entered between October 1 and December 2 in ascending Date order are included.



Contact Log ☆

Abegg, Dylan V
Grade: 11 #171900001
DOB: 09/15/05
Counselor: Joy Counselor

Medical Condition(s)
Peer Tutor
NHS
Computer Science Pathway

Student Information > General > Contact Log

Related Tools

Module	Contacted	Date/Time	Details
Health	Donald Abegg, Millie Abegg	11/07/2022 01:12 PM	Dylan has a
PLP	Dylan Abegg	11/01/2022 11:20 AM	Met with Dyl
Special Ed	Worker Social, Joy Counselor, Donald Abegg, ...	09/15/2022 01:30 PM	Meet to disc
Response to Intervention	Joy Counselor, Donald Abegg, Dylan Abegg	09/08/2022 03:30 PM	Discuss read
Counseling	13 attendees	08/16/2022 12:30 PM	Meeting held

New

Print

Contact Log Print

Module

Counseling

Start Date

11/01/2021

End Date

11/07/2022

Contact Type

All

Contacted By

All

Contacted

All

Sorting

Date (Ascending)

Generate PDF

Cancel

Activities

Ad Hoc Letters

Assessment

Athletics

Attendance

Behavior

Blended Learning Group Assignments

Contact Log

Credit Summary

Custom

Enrollments

Fees

Flags

Forms

Contact Log Print

1 / 1 | 100% + |

Harrison High

5856 Peachtree Parkway, Metro City, MN55436

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Abegg, Dylan Victor

Counseling Contact Log

Grade: 11 | Birth Date: 09/15/2005 | Student Number: 171900001

Contact Date/Time	Contact Type	Contacted	Contacted by
08/16/2022 12:30 PM		13 attendees	Administrator, ASystem
Meeting held for Discuss Math Placement.			
13 attendees.			

Contact Log Report

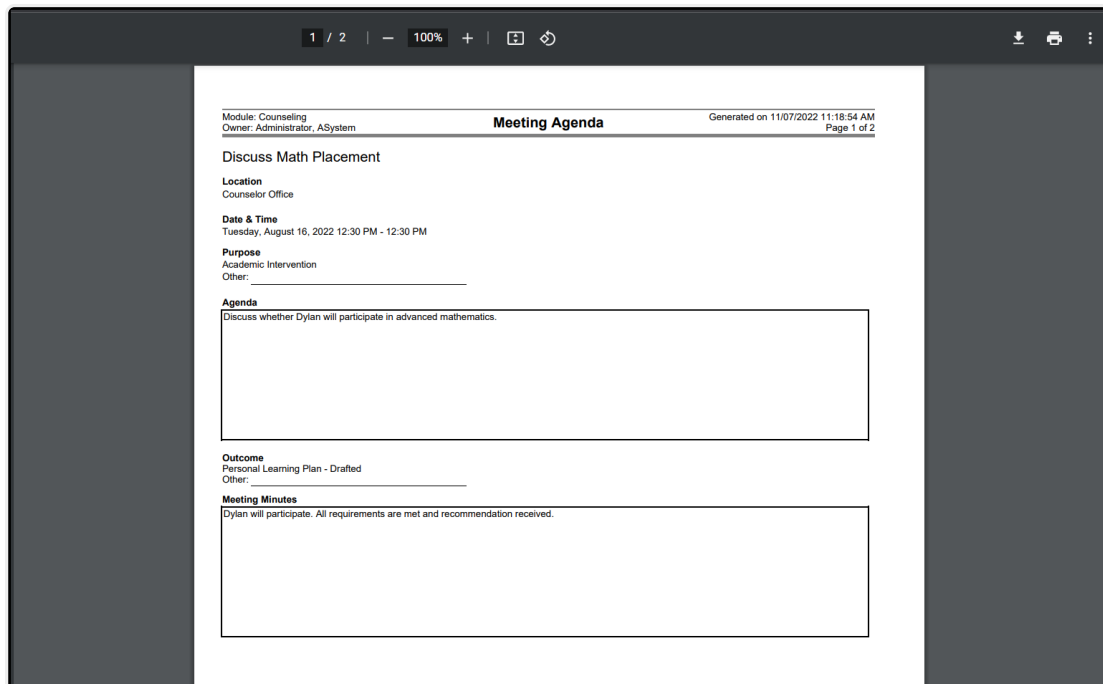
View Meetings Contact Log Entries

When [notifications](#) are sent for a [meeting](#) or meeting attendance is recorded using the [Counseling Meetings](#) tool, a contact log entry is recorded describing the meeting. Entries are created in the following scenarios:

- When the **Attended** checkbox is modified, a log entry is created or updated for each student who has **Log Contact** marked, listing the date/time of the meeting, those who attended and their roles.
- When you select **Update and Send Notification**, an entry is created for each student in the meeting who has **Log Contact** marked, listing the date/time of the notification, who sent the message, the type of message and whether it was sent to the student's [Process Inbox](#), their email, or both.

Contact log entries show read-only information about the meeting, including title, location, date/time, purposes, and outcomes. Only users who are the meeting owner or a meetings administrator can view outcomes.

Click the **Title** of the meeting, in this example **Discuss Math Placement** to view more details about the meeting if you are a meetings administrator, the owner of the meeting, or invited to the meeting. If you are only an invitee, only basic information displays.



Module: Counseling
Owner: Administrator, ASystem

Meeting Agenda

Generated on 11/07/2022 11:18:54 AM
Page 1 of 2

Discuss Math Placement

Location
Counselor Office

Date & Time
Tuesday, August 16, 2022 12:30 PM - 12:30 PM

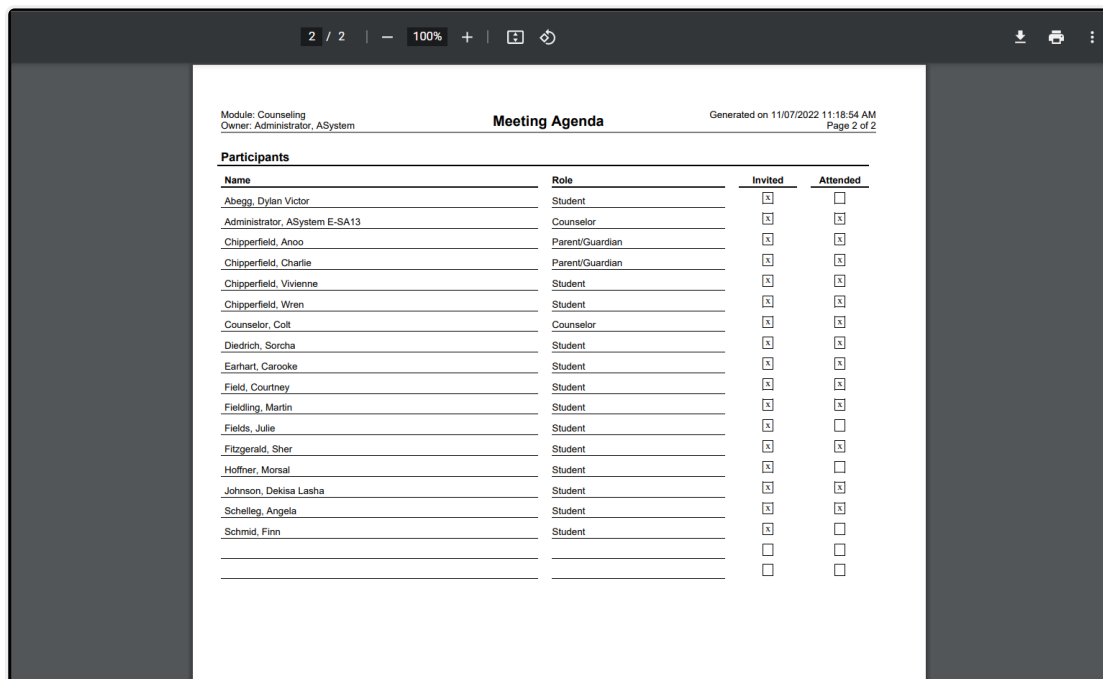
Purpose
Academic Intervention
Other: _____

Agenda
Discuss whether Dylan will participate in advanced mathematics.

Outcome
Personal Learning Plan - Drafted
Other: _____

Meeting Minutes
Dylan will participate. All requirements are met and recommendation received.

Printed details about the meeting



Module: Counseling
Owner: Administrator, ASystem

Meeting Agenda

Generated on 11/07/2022 11:18:54 AM
Page 2 of 2

Participants

Name	Role	Invited	Attended
Abegg, Dylan Victor	Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Administrator, ASystem E-SA13	Counselor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Chipperfield, Anoo	Parent/Guardian	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Chipperfield, Charlie	Parent/Guardian	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Chipperfield, Vivienne	Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Chipperfield, Wren	Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Counselor, Colt	Counselor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Diedrich, Sorcha	Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Earhart, Carooke	Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Field, Courtney	Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Fielding, Martin	Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Fields, Julie	Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fitzgerald, Sher	Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Hoffner, Morsal	Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Johnson, Dekisa Lasha	Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Schelleg, Angela	Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Schmid, Finn	Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

Participants List

Previous Versions

[Counseling Contact Log \[.2219 - .2243\]](#)
