

Counseling Contact Log

Last Modified on 10/21/2024 8:20 am CDT

[Contact Log Fields in Ad hoc Query Wizard](#) | [Tool Rights for Contact Log](#) | [Enter a New Contact Log Record](#) | [Filter Contact Log Records](#) | [Print Contact Log Records](#) | [View Meetings Contact Log Entries](#)

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, it displays the student's name 'Abegg, Dylan V', grade '11', and counselor 'Joy Counselor'. Below this is a table with the following data:

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

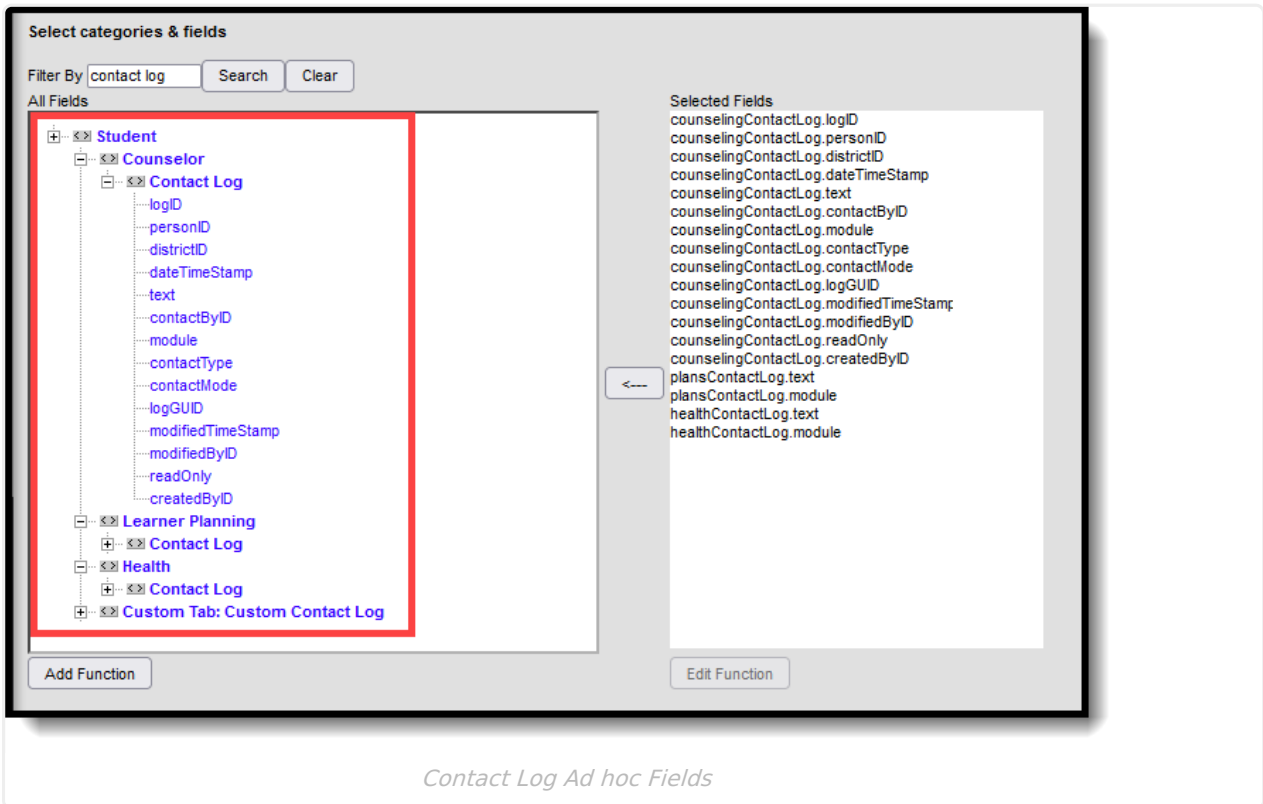
At the bottom of the interface, there are buttons for 'New', 'Print', and 'Feedback'.

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.



Tool Rights for Contact Log

[General Tool Right Information](#) | [Assign Tool Rights to Contact Log](#) | [Contact Log Tool Rights Examples](#)

Tool Search: Tool Rights

General Tool Right Information

Full rights to Contact Log require the following:

- **Rights** (All checkbox marked) for the **Contact Log** tool for Student Information > General > Contact Log and Census > People > Contact Log.
- **RWAD** rights to the module level Contact Log tool right for the appropriate module - Counseling, Health, PLP, RTI, Special Education, etc.
- **Access to Records Created by Other Users** subright for the appropriate module - Counseling, Health, PLP, RTI, Special Education, etc. This subright allows the user to view or edit contact log records another user created within a module (Counseling, Health, etc.).
 - **R** rights allow the ability to view records created by another user for the module.
 - **W** rights allow the ability to edit records created by another user for the module.
 - **A** rights do not add any function.
 - **D** rights allow the ability to delete records created by another user for the module.

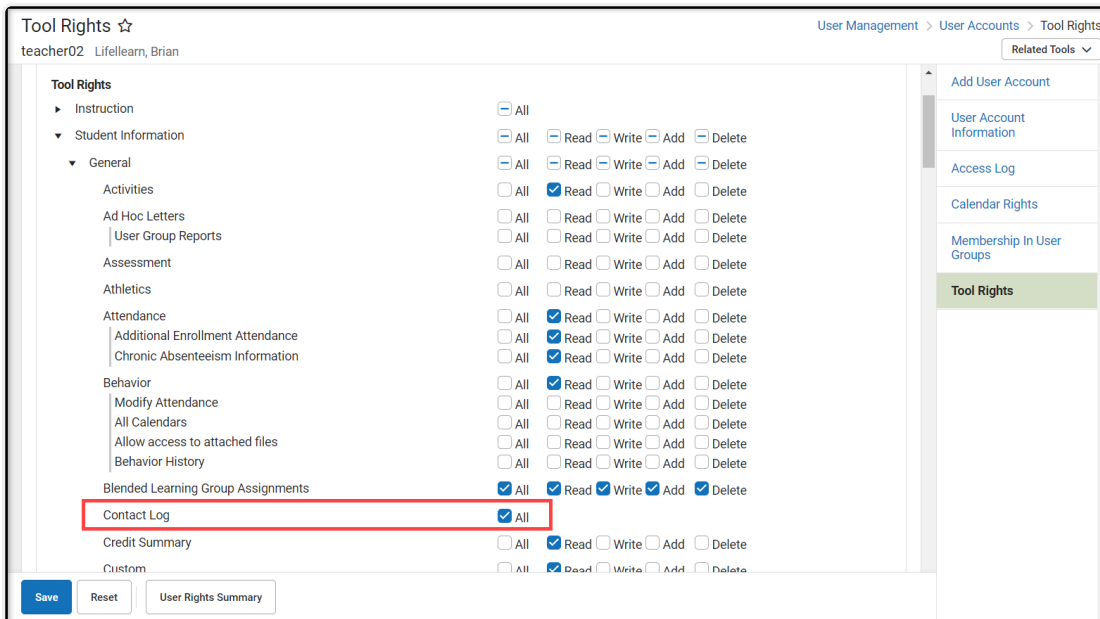
Note the following:

- **All rights to Student Information > General > Contact Log and Census > People > Contact Log do NOT allow access to add a contact log record.** It only displays the Contact Log tool, but no existing records are visible.
- **RWAD rights are NOT cumulative** . A user who has no access subrights to Counseling, but does have RW rights to Health allows the viewing and editing of Health contact log records another user created.
- Assigning access subrights WITHOUT enabling rights to the parent Contact Log module tool right automatically assume R rights for that parent right.

Assign Tool Rights to Contact Log

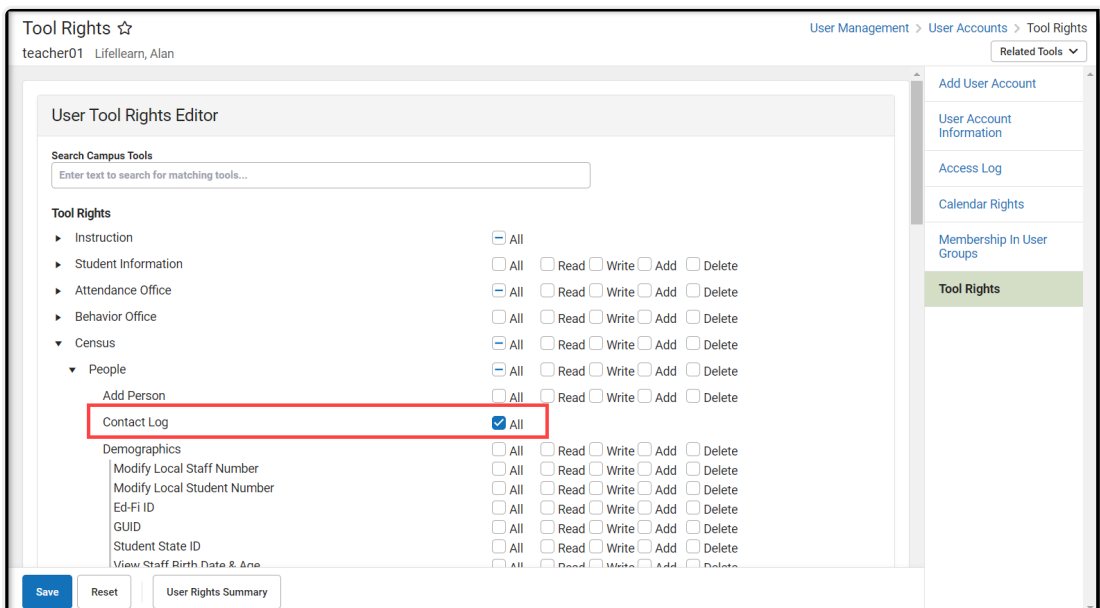
Procedures are provided using the new navigation.

1. Enable rights to Contact Log (Student Information > General > Contact Log) by marking the **All** checkbox.



Contact Log Tool Rights Student Information

2. Enable rights to Contact Log (Census > People > Contact Log) by marking the **All** checkbox.



Contact Log Tool Rights Census

3. Assign appropriate **RWAD** rights to **Contact Log** modules as needed for the selected user(s). These tools are named as follows:

- Counseling Contact Log (Student information > Counseling > Counseling Contact Log)
- Health Contact Log (Student information > Health > Health Contact Log)
- PLP Contact Log (Student information > PLP > PLP Contact Log)
- RTI Contact Log (Student information > Response to Intervention > RTI Contact Log)
- Special Education Contact Log (Student information > Special Ed > Special Ed Contact Log)
- Attendance Contact Log (Attendance Office > Student Attendance > Attendance Contact Log)

Tool Rights ☆ User Management > User Accounts > Tool Rights

teacher02 Lifellearn, Brian Related Tools ▾

Assessment Administration	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Counseling	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Counseling Contact Log	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Access to Records Created By Other Users	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Counseling Documents	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Custom Forms	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Copy	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Lock	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Unlock	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Document Upload	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Lock	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Unlock	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Counseling Team Members	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Early Warning	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Student Attendance Details	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Student Behavior Details	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Student Curriculum Details	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Student Stability Details	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Meetings	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
English Learners	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Federal Programs	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Health	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete

Save **Reset** **User Rights Summary**

Counseling Contact Log Tool Rights

4. Assign **RWAD** rights to **Access to Records Created by Other Users** for each Contact Log module as needed for the selected user(s).

Tool Rights ☆ User Management > User Accounts > Tool Rights

teacher02 Lifellearn, Brian Related Tools ▾

Assessment Administration	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Counseling	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Counseling Contact Log	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Access to Records Created by Others	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Counseling Documents	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Custom Forms	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Copy	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Lock	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Unlock	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Document Upload	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Lock	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Unlock	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Counseling Team Members	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Early Warning	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Student Attendance Details	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Student Behavior Details	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Student Curriculum Details	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Student Stability Details	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Meetings	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
English Learners	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Federal Programs	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Health	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete

Save **Reset** **User Rights Summary**

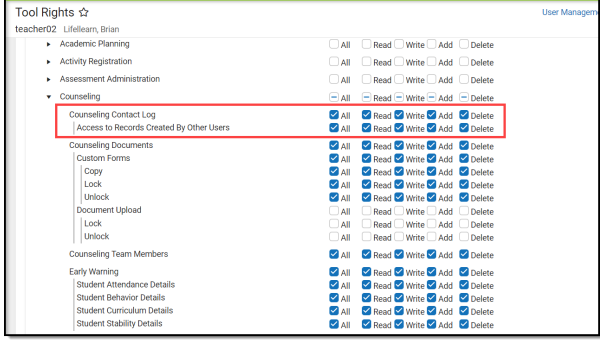
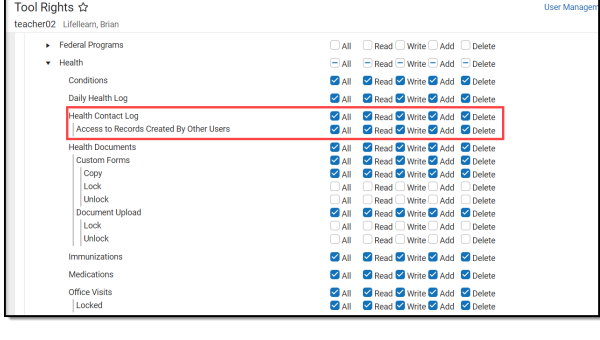
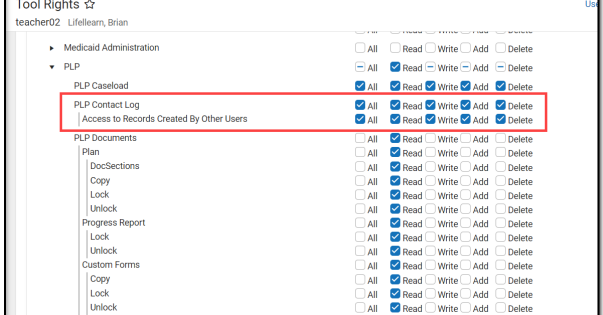
Counseling Contact Log Access to Records Created by Others

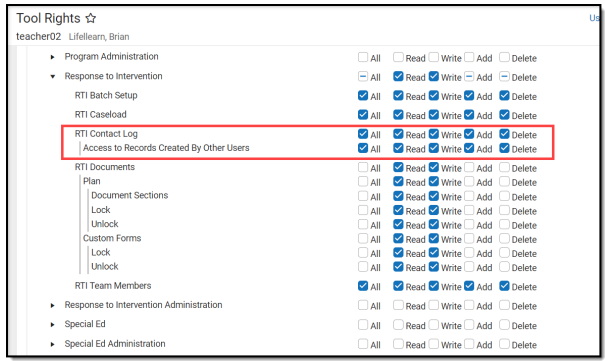
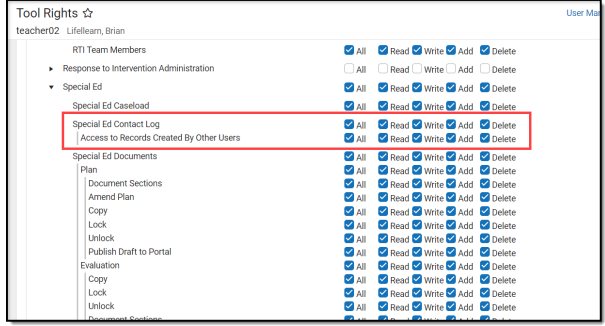
Contact Log Tool Rights Examples

Example 1: Counselor with access and ability to manage all Contact Log Records

A counselor who is responsible for general counseling activities (academic planning, behavior records, team members for learning plans, health management) may have the following tool rights for Contact Log:

▶ [Click here to expand...](#)

Assigned Tool Rights	Example
<p>Rights to Contact Log (Student Information > General > Contact Log) set to All.</p>	
<p>RWAD rights Counseling Contact Log and Access to Records Created by Other Users (Student Information > Counseling > Counseling Contact Log)</p>	
<p>RWAD rights to Health Contact Log and Access to Records Created by Other Users (Student Information > Health > Health Contact Log)</p>	
<p>RWAD rights to PLP Contact Log and Access to Records Created by Other Users (Student Information > PLP > PLP Contact Log)</p>	

Assigned Tool Rights	Example
<p>RWAD rights to RTI Contact Log and Access to Records Created by Other Users (Student Information > Response to Intervention > RTI Contact Log)</p>	
<p>RWAD rights to Special Ed Contact Log and Access to Records Created by Other Users (Student Information > Special Ed > Special Ed Contact Log)</p>	

This counselor is able to view every contact log record for the student, whether entered by that person or someone else. They are also able to modify existing contact log records entered by other staff and add new records for any contact log module, and delete contact log records. Any Contact Log module can be used to enter new records.

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

Module	Contacted By	Contacted	Contact Type	Date/Time	Details
Health	Administrator, Demo	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	Administrator, Demo	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.

Activities, Ad Hoc Letters, Assessment, Athletics, Attendance, Behavior, Blended Learning Group Assignments, **Contact Log**, Credit Summary, Custom, Enrollments, Fees, Flags, Forms, Grades, Graduation, Lockers, OLR Athletic Health Info, Person Documents, Profile

New Print Feedback

Counselor with access to all Contact Logs

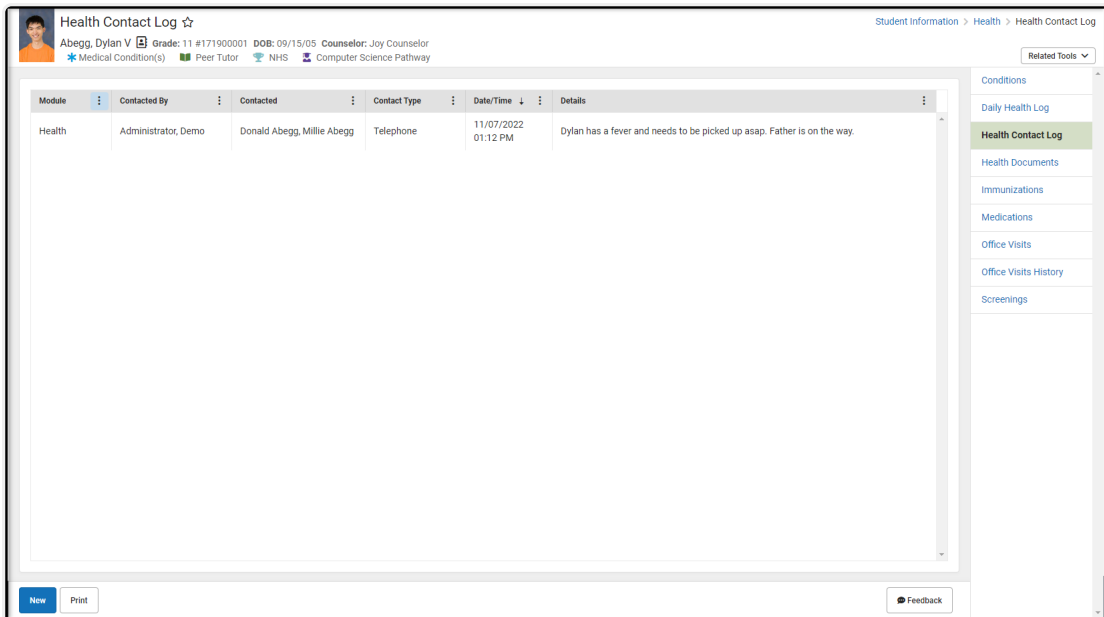
Example 2. Health Office Staff with access to Health Contact Logs Only

A counselor who is responsible for managing student interaction with the health office may have the following rights to Contact Log:

▶ [Click here to expand...](#)

Assigned Tool Rights	Example
<p>Rights to Contact Log (Student Information > General > Contact Log) set to All.</p>	 <p>The screenshot shows the 'Tool Rights' configuration for user 'teacher02'. The 'Contact Log' row is highlighted with a red box, and the 'All' radio button is selected. Other rows like 'Assessment', 'Athletics', and 'Attendance' have 'All' selected for 'Read' but 'None' for 'Write', 'Add', and 'Delete'.</p>
<p>RWAD rights to Health Contact Log (Student Information > Health > Health Contact Log)</p>	 <p>The screenshot shows 'Tool Rights' for 'Health' related categories. The 'Health Contact Log' row is highlighted with a red box, with 'All' selected for 'Read', 'Write', 'Add', and 'Delete'. The 'Access to Records Created By Other Users' row is also highlighted with a red box, with 'None' selected for all actions.</p>
<p>No rights to Access to Records Created by Other Users</p>	 <p>The screenshot is identical to the previous one, but the 'Access to Records Created By Other Users' row is highlighted with a red box, and 'None' is selected for all actions (Read, Write, Add, Delete).</p>

This staff person has the ability to record only Health related Contact Log records and see previous contact logs entered by that staff person only. They can navigate to Student Information > General > Contact Log or to Student Information > Health > Health Contact Log to enter new records.



Health Office Staff with Access to Health Contact Logs

Example 3. Special Education Team Member with access to other Learning Plan, Counseling and RTI

A team member who is responsible for managing learner plans, working with the student's counselor to assist with plan changes, and assisting with behavior management may have the following rights to Contact Log:

► [Click here to expand...](#)

Assigned Tool Rights	Example
<p>Rights to Contact Log (Student Information > General > Contact Log) set to All.</p>	
<p>RW rights to Counseling Contact Log (Student Information > Counseling > Counseling Contact Log) and RW rights to Access to Records Created by Other Users for Counseling</p>	

Assigned Tool Rights	Example
<p>No access to Health Contact Log</p>	
<p>RWAD rights to PLP Contact Log (Student Information > PLP > PLP Contact Log) and RW rights to Access to Records Created by Other Users for PLP</p>	
<p>R rights to RTI Contact Log Student Information > Response to Intervention > RTI Contact Log) and R right to Access Records Created by Other Users for RTI</p>	
<p>RWAD rights to Special Education Contact Log (Student Information > Special Ed > Special Ed Contact Log) and RW rights to Access to Records Created by Other Users for Special Education</p>	

This staff person has the ability to record PLP and Special Ed Contact Log records. They can modify Contact Log records for PLP, Special Education and Counseling, but only read contact log records for RTI. They can record new Contact Log records by navigating to Student Information > General, PLP, RTI, or Special Education.

Contact Log ☆ Student Information > General > Contact Log
 Abegg, Dylan V Grade: 11 #171900001 DOB: 09/15/05 Counselor: Joy Counselor
★ Medical Condition(s) ■ Peer Tutor ✈ NHS 🔧 Computer Science Pathway

Module	Contacted By	Contacted	Contact Type	Date/Time	Details
PLP	Administrator, Demo	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.

New Print Feedback

Special Education Team Member with Access to PLP, Special Education, Counseling and RTI Logs

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 **ContactDate/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 ☆

[Student Information](#) > [General](#) > [Contact Log](#)

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

★ Medical Condition(s)
 ■ Peer Tutor
 🏥 NHS
 👤 Computer Science Pathway

Related Tools ▾

Contact Log Detail

Module *

Special Ed x ▾

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) x

Other Contact(s) (Limit 100 characters)

Contact Type *

Telephone x ▾

Contacted By

Administrator, Demo

Details: (Limit 5000 characters)

Left a message for Donald to call back and set up a meeting time.

New
Save
Save & New
Cancel

Contact Log Detail

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
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Data Element	Description	Database and Ad hoc Field Locations
<p>Module</p>	<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
<p>Contact Date/Time</p>	<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
<p>Contact Type</p>	<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.	ContactLog.contactMode Ad hoc Location <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.	ContactLog.contactByID Ad hoc Location <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.	ContactLog.text Ad hoc Location <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 student Abegg, Dylan V. The table contains the following records:

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.

The 'Module' column menu is open, showing options: Sort Ascending, Sort Descending, Columns, and Filter. The 'Filter' option is selected.

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 Print

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

Contact Log Print

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

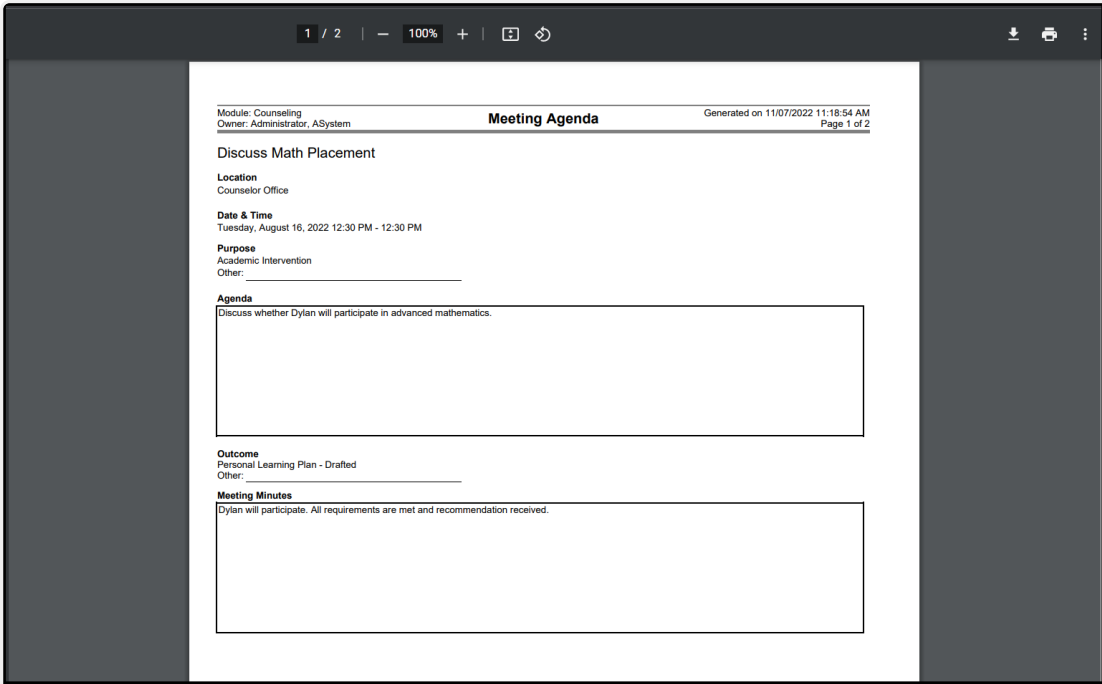
View Meetings Contact Log Entries

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:

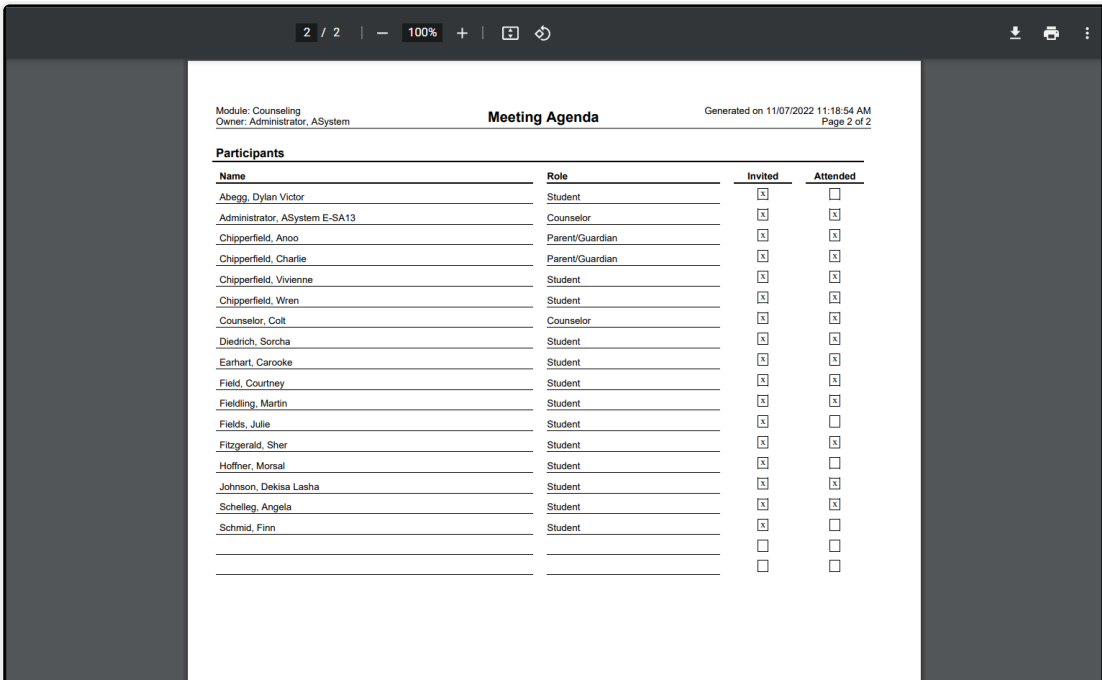
- When the **Attended** checkbox is modified, a log entry is created or updated for each student who has **Log Contact** marked, listing the date/time of the meeting, those who attended and their roles.
- When you select **Update and Send Notification**, an entry is created for each student in the meeting 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.



Printed details about the meeting



Participants List

Previous Versions

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