

Counseling Contact Log

Last Modified on 02/02/2026 1:42 pm CST

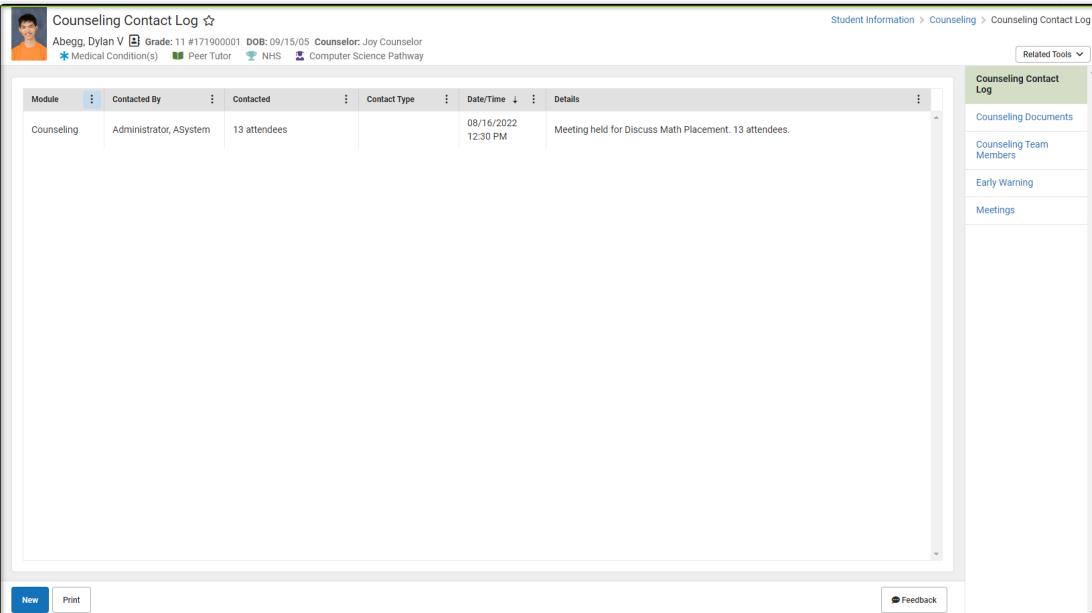
[Contact Log Fields in Ad hoc Query Wizard](#) | [Enter a New Contact Log Record](#) | [Filter Contact Log Records](#) | [Print Contact Log Records](#) | [View Meetings Contact Log Entries](#)

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.



Counseling 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 > Counseling > Counseling Contact Log

Related Tools

Counseling Contact Log

Counseling Documents

Counseling Team Members

Early Warning

Meetings

New Print Feedback

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.

Select categories & fields

Filter By contact log Search Clear

All Fields

Selected Fields

- counselingContactLog.logID
- counselingContactLog.personID
- counselingContactLog.districtID
- counselingContactLog.dateTimeStamp
- counselingContactLog.text
- counselingContactLog.contactByID
- counselingContactLog.module
- counselingContactLog.contactType
- counselingContactLog.contactMode
- counselingContactLog.logGUID
- counselingContactLog.modifiedTimeStamp
- counselingContactLog.modifiedByID
- counselingContactLog.readOnly
- counselingContactLog.createdByID
- plansContactLog.text
- plansContactLog.module
- healthContactLog.text
- healthContactLog.module

Student

Counselor

Contact Log

logID

personID

districtID

dateTimeStamp

text

contactByID

module

contactType

contactMode

logGUID

modifiedTimeStamp

modifiedByID

readOnly

createdByID

Learner Planning

Contact Log

Health

Contact Log

Custom Tab: Custom Contact Log

Add Function

Edit Function

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 **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 Detail

Student Information > General > Contact Log

Related Tools

Activities

Ad Hoc Letters

Assessment

Athletics

Attendance

Behavior

Blended Learning Group Assignments

Contact Log

Credit Summary

Custom

Enrollments

Fees

Flags

Forms

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
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> <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> <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.</p> <p>Additional options can be added in the Attribute/Dictionary (ContactLog > Contact Type).</p>	<p>ContactLog.contactType</p> <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

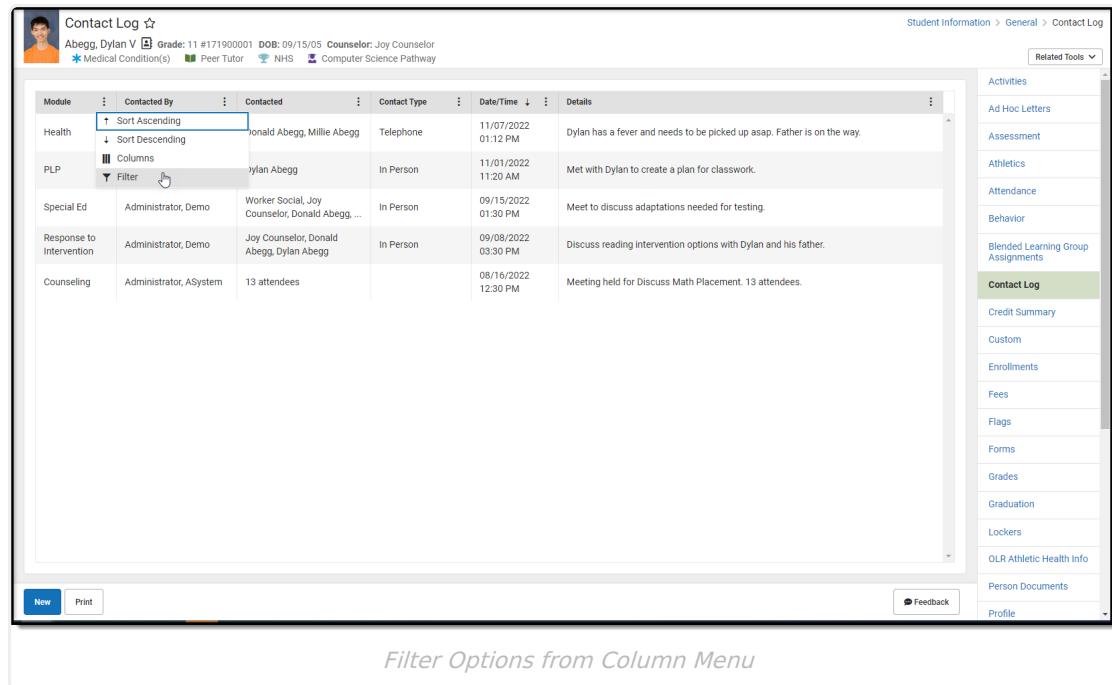
Data Element	Description	Database and Ad hoc Field Locations
Contacted	<p>Indicates the person or people intended for the contact. There are two fields where information can be entered. Select contacts who have been entered in Campus from the Contact(s) field. The Other Contacts field can be used to enter anyone who is not entered into Infinite Campus.</p>	<p>ContactLog.contactMode</p> <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	<p>Records the staff person who entered the record.</p>	<p>ContactLog.contactByID</p> <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	<p>Provides a text entry field for recording a detailed description of the contact.</p>	<p>ContactLog.text</p> <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.



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)  NHS 

Related Tools 

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

Contact Log Print

Module: 

Start Date: 

End Date: 

Contact Type: 

Contacted By: 

Contacted: 

Sorting: 

Activities

Ad Hoc Letters

Assessment

Athletics

Attendance

Behavior

Blended Learning Group Assignments

Contact Log

Credit Summary

Custom

Enrollments

Fees

Flags

Forms

Other

New  Print 

Generate PDF  Cancel

Contact Log Print

1 / 1 | - 100% + |      

Harrison High 5856 Peachtree Parkway, Metro City, MN55436 Page 1 of 1	Abegg, Dylan Victor Counseling Contact Log Grade: 11 Birth Date: 09/15/2005 Student Number: 171900001
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Contact Date/Time: 08/16/2022 12:30 PM | Contact Type: 13 attendees | Contacted: Administrator, ASystem | Contacted by: 13 attendees.

Contact Log Report

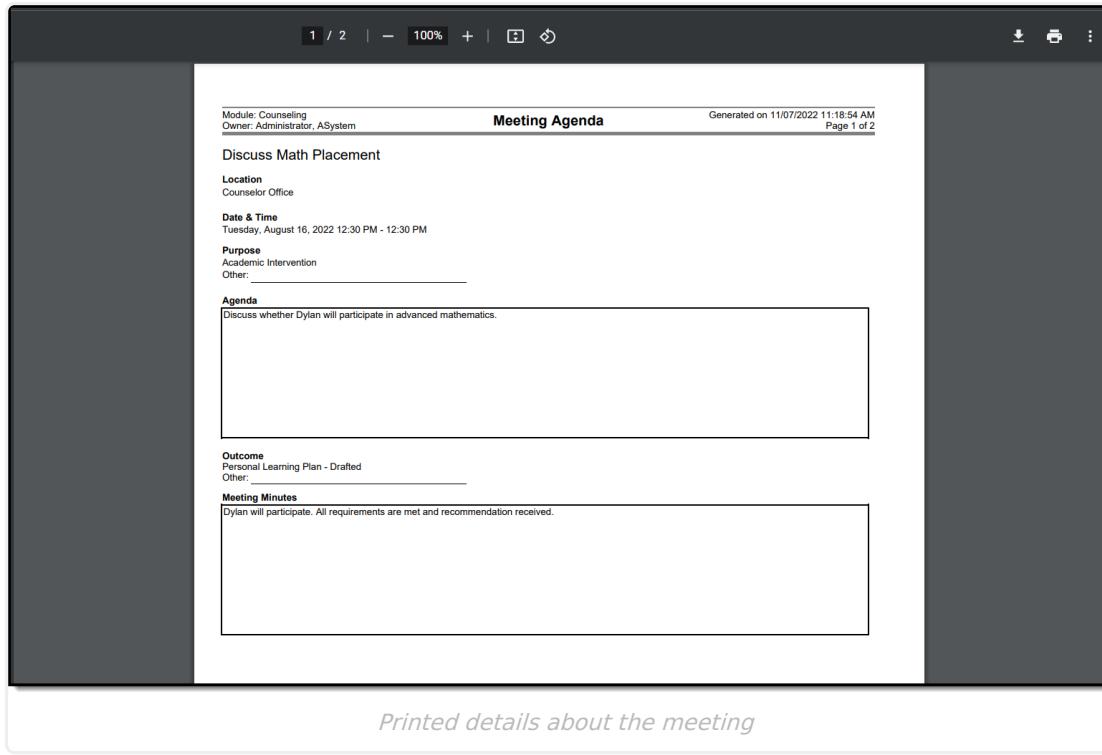
View Meetings Contact Log Entries

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

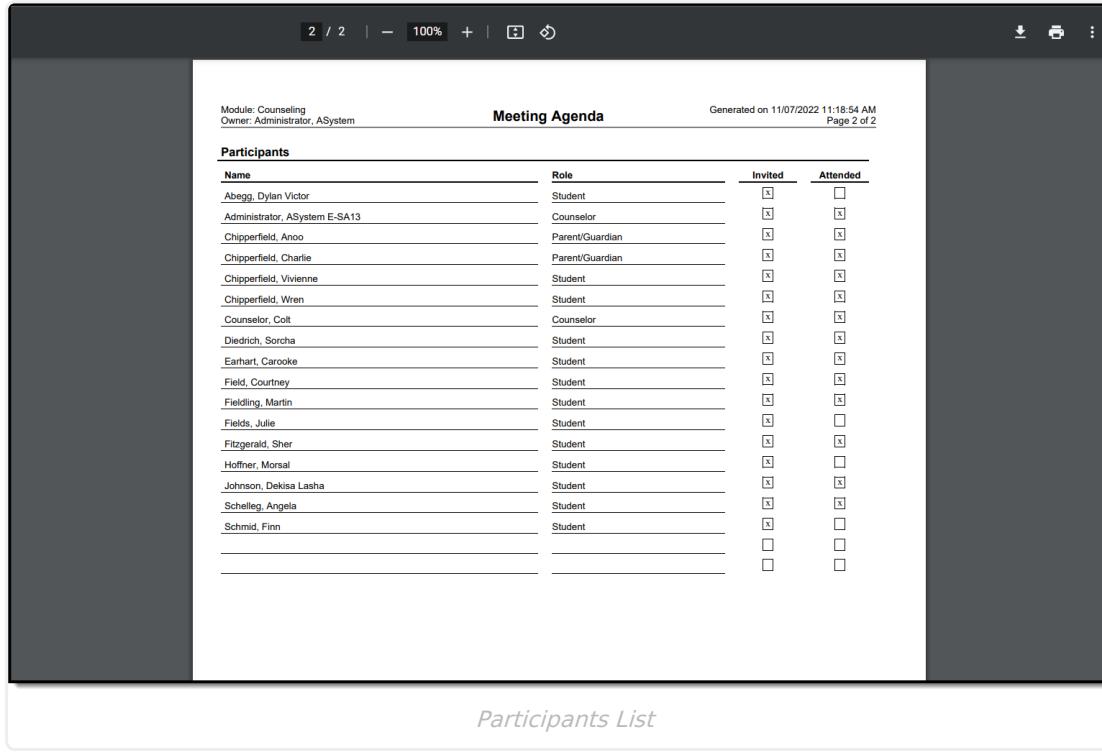
Purpose
Academic Intervention
Other: _____

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
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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 type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

Participants List

Previous Versions

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