

# 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](#)

Tool Search: Contact Log

The Contact Log records all instances of communication by school personnel. 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 and districts 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. Outside of Student Information, a Contact Log is also located in Attendance Center and Census.

All contact log records can be viewed by staff with the proper tool rights in the Student Information General Contact Log and in the Census People Contact Log. For example, contact log records entered in Health by the Health Office Staff with rights only to the Health Contact Log can be viewed by general office staff and administrators in Student Information General or Census.

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.

**Contact Log** ☆  
 Abegg, Dylan V Grade: 11 #171900001 DOB: 09/15/05 Counselor: Joy Counselor  
 \* Medical Condition(s) Peer Tutor NHS Computer Science Pathway Food and Food Industries

Contacted Ab...	Module	Contacted By	Contacted	Contact Type	Date/Time	Details
Abegg, Dylan	Special Ed	Administrator, Demo	Donald Abegg, Millie Abegg	Telephone	11/14/2022 09:19 AM	Left messages with both Donald and Millie. Asked them to call back to set a meeting time.
Abegg, Dylan	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.
Abegg, Dylan	PLP	Administrator, Demo	Dylan Abegg	In Person	11/01/2022 11:20 AM	Met with Dylan to create a plan for classwork.
Abegg, Dylan	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.
Abegg, Dylan	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.
Abegg, Dylan	Counseling	Administrator, ASystem	13 attendees		08/16/2022 12:30 PM	Meeting held for Discuss Math Placement. 13 attendees.

Buttons: New, Print, Feedback

Student Information General Contact Log

**Contact Log** ☆

Abegg, Dylan DOB: 09/15/05

Medical Condition(s) Peer Tutor NHS Computer Science Pathway Food and Food Industries

Contacted Ab...	Module	Contacted By	Contacted	Contact Type	Date/Time	Details
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Abegg, Dylan	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.
Abegg, Dylan	Response to Intervention	Administrator, Demo	Joy Counselor, Donald Abegg, Dylan Abegg	In Person	09/05/2022 03:30 PM	Discuss reading intervention options with Dylan and his father.
Abegg, Dylan	Counseling	Administrator, ASystem	13 attendees		08/16/2022 12:30 PM	Meeting held for Discuss Math Placement. 13 attendees.

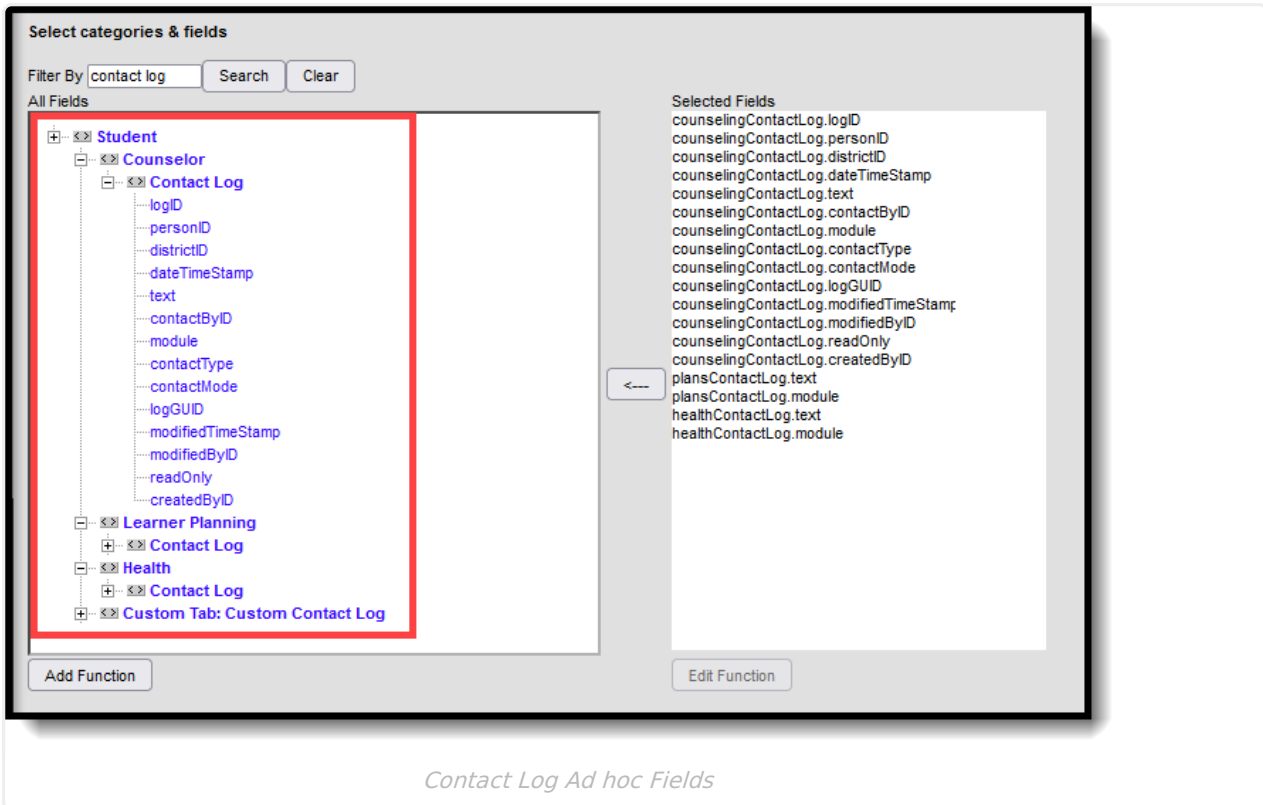
*Census People Contact Log*

# 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.

**Tool Rights** ☆  
teacher01 Lifellearn, Alan

User Management > User Accounts > Tool Rights

Search Campus Tools  
Enter text to search for matching tools...

**Tool Rights**

- ▶ Instruction  All
- ▶ Student Information  All  Read  Write  Add  Delete
- ▶ Attendance Office  All  Read  Write  Add  Delete
- ▶ Behavior Office  All  Read  Write  Add  Delete
- ▼ Census  All  Read  Write  Add  Delete
  - ▼ People  All  Read  Write  Add  Delete
    - Add Person  All  Read  Write  Add  Delete
    - Contact Log  All**
    - Demographics  All  Read  Write  Add  Delete
    - Modify Local Staff Number  All  Read  Write  Add  Delete
    - Modify Local Student Number  All  Read  Write  Add  Delete
    - Ed-Fi ID  All  Read  Write  Add  Delete
    - GUID  All  Read  Write  Add  Delete
    - Student State ID  All  Read  Write  Add  Delete
    - View Staff Birth Data & Age  All  Read  Write  Add  Delete

Save Reset User Rights Summary

*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** ☆  
teacher02 Lifellearn, Brian

User Management > User Accounts > Tool Rights

▶ Assessment Administration  All  Read  Write  Add  Delete

▼ Counseling  All  Read  Write  Add  Delete

**Counseling Contact Log  All  Read  Write  Add  Delete**

Access to Records Created By Other Users  All  Read  Write  Add  Delete

Counseling Documents  All  Read  Write  Add  Delete

Custom Forms  All  Read  Write  Add  Delete

Copy  All  Read  Write  Add  Delete

Lock  All  Read  Write  Add  Delete

Unlock  All  Read  Write  Add  Delete

Document Upload  All  Read  Write  Add  Delete

Lock  All  Read  Write  Add  Delete

Unlock  All  Read  Write  Add  Delete

Counseling Team Members  All  Read  Write  Add  Delete

Early Warning  All  Read  Write  Add  Delete

Student Attendance Details  All  Read  Write  Add  Delete

Student Behavior Details  All  Read  Write  Add  Delete

Student Curriculum Details  All  Read  Write  Add  Delete

Student Stability Details  All  Read  Write  Add  Delete

Meetings  All  Read  Write  Add  Delete

▶ English Learners  All  Read  Write  Add  Delete

▶ Federal Programs  All  Read  Write  Add  Delete

▼ Health  All  Read  Write  Add  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** ☆

teacher02 Lifellearn, Brian

User Management > User Accounts > Tool Rights

Related Tools ▾

- Assessment Administration:  All  Read  Write  Add  Delete
- Counseling
  - Counseling Contact Log:  All  Read  Write  Add  Delete
  - Access to Records Created By Other Users:  All  Read  Write  Add  Delete
- Counseling Documents:  All  Read  Write  Add  Delete
- Custom Forms:  All  Read  Write  Add  Delete
- Copy:  All  Read  Write  Add  Delete
- Lock:  All  Read  Write  Add  Delete
- Unlock:  All  Read  Write  Add  Delete
- Document Upload:  All  Read  Write  Add  Delete
- Lock:  All  Read  Write  Add  Delete
- Unlock:  All  Read  Write  Add  Delete
- Counseling Team Members:  All  Read  Write  Add  Delete
- Early Warning:  All  Read  Write  Add  Delete
- Student Attendance Details:  All  Read  Write  Add  Delete
- Student Behavior Details:  All  Read  Write  Add  Delete
- Student Curriculum Details:  All  Read  Write  Add  Delete
- Student Stability Details:  All  Read  Write  Add  Delete
- Meetings:  All  Read  Write  Add  Delete
- English Learners:  All  Read  Write  Add  Delete
- Federal Programs:  All  Read  Write  Add  Delete
- Health:  All  Read  Write  Add  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
Rights to Contact Log (Student Information > General > Contact Log) set to All.	<p><b>Tool Rights</b> ☆</p> <p>teacher02 Lifellearn, Brian</p> <p>User Management</p> <ul style="list-style-type: none"> <li>Assessment: <input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete</li> <li>Athletics: <input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete</li> <li>Attendance: <input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete</li> <li>Additional Enrollment Attendance: <input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete</li> <li>Chronic Absenteeism Information: <input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete</li> <li>Behavior: <input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete</li> <li>Modify Attendance: <input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete</li> <li>All Calendars: <input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete</li> <li>Allow access to attached files: <input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete</li> <li>Behavior History: <input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete</li> <li>Blended Learning Group Assignments: <input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete</li> <li><b>Contact Log: <input checked="" type="checkbox"/> All</b></li> <li>Credit Summary: <input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete</li> <li>Custom: <input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete</li> <li>Enrollments: <input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete</li> <li>All Calendars: <input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete</li> <li>State Reporting: <input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete</li> <li>Meal Status: <input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete</li> <li>Homeless: <input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete</li> <li>Ward of State: <input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete</li> <li>Migrant: <input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete</li> </ul>

### Assigned Tool Rights

RWAD rights Counseling Contact Log and Access to Records Created by Other Users (Student Information > Counseling > Counseling Contact Log)

### Example

**Tool Rights** ☆ User Manager  
 teacher02 Lifelearn, Brian

- Academic Planning  All  Read  Write  Add  Delete
- Activity Registration  All  Read  Write  Add  Delete
- Assessment Administration  All  Read  Write  Add  Delete
- Counseling  All  Read  Write  Add  Delete
  - Counseling Contact Log  All  Read  Write  Add  Delete
  - Access to Records Created by Other Users  All  Read  Write  Add  Delete
  - Counseling Documents  All  Read  Write  Add  Delete
  - Custom Forms  All  Read  Write  Add  Delete
  - Copy  All  Read  Write  Add  Delete
  - Lock  All  Read  Write  Add  Delete
  - Unlock  All  Read  Write  Add  Delete
  - Document Upload  All  Read  Write  Add  Delete
  - Lock  All  Read  Write  Add  Delete
  - Unlock  All  Read  Write  Add  Delete
  - Counseling Team Members  All  Read  Write  Add  Delete
  - Early Warning  All  Read  Write  Add  Delete
  - Student Attendance Details  All  Read  Write  Add  Delete
  - Student Behavior Details  All  Read  Write  Add  Delete
  - Student Curriculum Details  All  Read  Write  Add  Delete
  - Student Stability Details  All  Read  Write  Add  Delete

RWAD rights to Health Contact Log and Access to Records Created by Other Users (Student Information > Health > Health Contact Log)

**Tool Rights** ☆ User Manager  
 teacher02 Lifelearn, Brian

- Federal Programs  All  Read  Write  Add  Delete
- Health  All  Read  Write  Add  Delete
  - Conditions  All  Read  Write  Add  Delete
  - Daily Health Log  All  Read  Write  Add  Delete
  - Health Contact Log  All  Read  Write  Add  Delete
  - Access to Records Created by Other Users  All  Read  Write  Add  Delete
  - Health Documents  All  Read  Write  Add  Delete
  - Custom Forms  All  Read  Write  Add  Delete
  - Copy  All  Read  Write  Add  Delete
  - Lock  All  Read  Write  Add  Delete
  - Unlock  All  Read  Write  Add  Delete
  - Document Upload  All  Read  Write  Add  Delete
  - Lock  All  Read  Write  Add  Delete
  - Unlock  All  Read  Write  Add  Delete
  - Immunizations  All  Read  Write  Add  Delete
  - Medications  All  Read  Write  Add  Delete
  - Office Visits  All  Read  Write  Add  Delete
  - Locked  All  Read  Write  Add  Delete

RWAD rights to PLP Contact Log and Access to Records Created by Other Users (Student Information > PLP > PLP Contact Log)

**Tool Rights** ☆ User Manager  
 teacher02 Lifelearn, Brian

- Medicaid Administration  All  Read  Write  Add  Delete
- PLP  All  Read  Write  Add  Delete
  - PLP Caseload  All  Read  Write  Add  Delete
  - PLP Contact Log  All  Read  Write  Add  Delete
  - Access to Records Created by Other Users  All  Read  Write  Add  Delete
  - PLP Documents  All  Read  Write  Add  Delete
    - Plan  All  Read  Write  Add  Delete
    - DocSections  All  Read  Write  Add  Delete
    - Copy  All  Read  Write  Add  Delete
    - Lock  All  Read  Write  Add  Delete
    - Unlock  All  Read  Write  Add  Delete
    - Progress Report  All  Read  Write  Add  Delete
    - Lock  All  Read  Write  Add  Delete
    - Unlock  All  Read  Write  Add  Delete
    - Custom Forms  All  Read  Write  Add  Delete
    - Copy  All  Read  Write  Add  Delete
    - Lock  All  Read  Write  Add  Delete
    - Unlock  All  Read  Write  Add  Delete
    - Document Upload  All  Read  Write  Add  Delete

### Assigned Tool Rights

RWAD rights to RTI Contact Log and Access to Records Created by Other Users (Student Information > Response to Intervention > RTI Contact Log)

### Example

The screenshot shows the 'Tool Rights' configuration for user 'teacher02'. The 'RTI Contact Log' and 'Access to Records Created By Other Users' items are highlighted with a red box. All 'All' checkboxes are checked, and 'Read', 'Write', 'Add', and 'Delete' checkboxes are also checked for these items.

RWAD rights to Special Ed Contact Log and Access to Records Created by Other Users (Student Information > Special Ed > Special Ed Contact Log)

The screenshot shows the 'Tool Rights' configuration for user 'teacher02'. The 'Special Ed Contact Log' and 'Access to Records Created By Other Users' items are highlighted with a red box. All 'All' checkboxes are checked, and 'Read', 'Write', 'Add', and 'Delete' checkboxes are also checked for these items.

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.



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.

Counselor with access to all Contact Logs

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

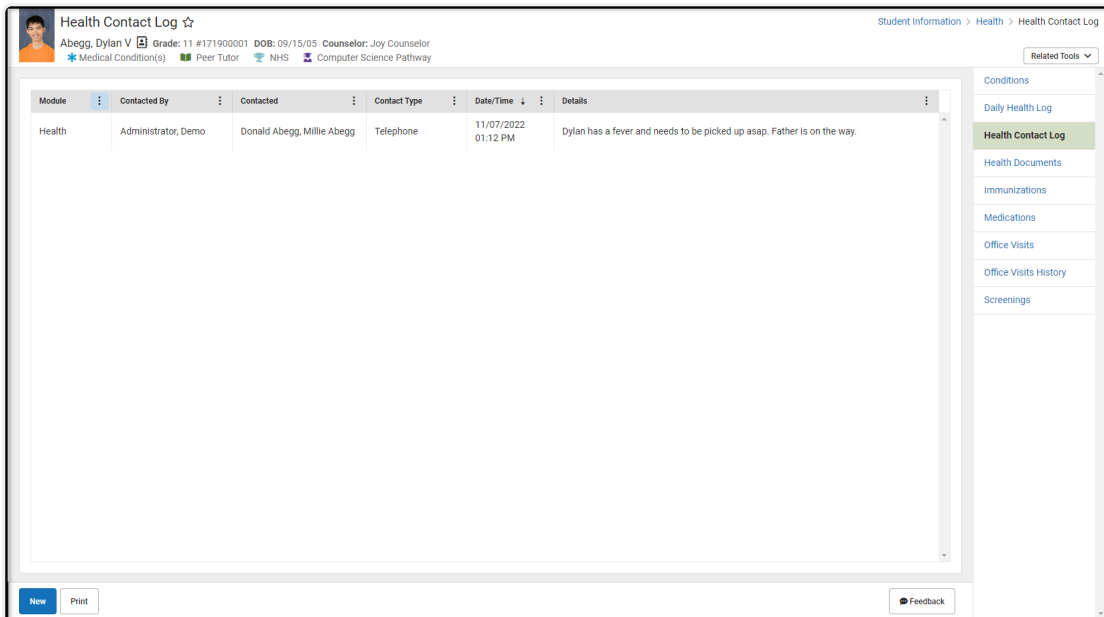
A counselor who is responsible for managing student interaction with the health office may have the following rights to Contact Log:

▶ [Click here to expand...](#)

Assigned Tool Rights	Example
Rights to Contact Log (Student Information > General > Contact Log) set to All.	

Assigned Tool Rights	Example
<p>RWAD rights to Health Contact Log (Student Information &gt; Health &gt; Health Contact Log)</p>	 <p>The screenshot shows a list of tool rights for 'Health Contact Log'. The 'All' checkbox is selected for Read, Write, Add, and Delete permissions. The 'Access to Records Created by Other Users' row is also highlighted with a red box, showing 'All' selected for Read, Write, Add, and Delete.</p>
<p>No rights to Access to Records Created by Other Users</p>	 <p>The screenshot shows a list of tool rights for 'Health Contact Log'. The 'All' checkbox is selected for Read, Write, Add, and Delete permissions. The 'Access to Records Created by Other Users' row is highlighted with a red box, but the 'All' checkbox is unselected, indicating no rights to access records created by other users.</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 &gt; General &gt; Contact Log) set to All.</p>	
<p>RW rights to Counseling Contact Log (Student Information &gt; Counseling &gt; 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 &gt; PLP &gt; 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 &gt; Response to Intervention &gt; 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 &gt; Special Ed &gt; 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.

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.

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

*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 Detail**

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

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

Navigation Menu: Activities, Ad Hoc Letters, Assessment, Athletics, Attendance, Behavior, Blended Learning Group Assignments, **Contact Log**, Credit Summary, Custom, Enrollments, Fees, Flags, Forms

*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
<b>Module</b>	<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"> <li>• Attendance</li> <li>• Counseling</li> <li>• Health</li> <li>• PLP</li> <li>• Response to Intervention</li> <li>• Special Education</li> </ul>	<p>ContactLog.module</p> <hr/> <p><b>Ad hoc Location</b></p> <ul style="list-style-type: none"> <li>• Attendance - Student &gt; Attendance &gt; Contact Log &gt; Contacted &gt; <b>contactLogContactedID</b></li> <li>• Counseling - Student &gt; Counselor &gt; Contact Log &gt; <b>counselingContactLog.module</b></li> <li>• Health - Student &gt; Health &gt; Contact Log &gt; <b>healthContactLog.module</b></li> <li>• PLP, RTI, Special Education - Student &gt; Learner Planning &gt; Contact Log &gt; <b>plansContactLog.module</b></li> </ul>
<b>Contact Date/Time</b>	<p>Reports the date (mm/dd/yyyy) and time (HH:MM) the record was entered.</p>	<p>ContactLog.dateTimeStamp</p> <hr/> <p><b>Ad hoc Location</b></p> <ul style="list-style-type: none"> <li>• Counseling - Student &gt; Counselor &gt; Contact Log &gt; <b>counselingContactLog.dateTimeStamp</b></li> <li>• Health - Student &gt; Health &gt; Contact Log &gt; <b>healthContactLog.dateTimeStamp</b></li> <li>• PLP, RTI, Special Education - Student &gt; Learner Planning &gt; Contact Log &gt; <b>plansContactLog.dateTimeStamp</b></li> </ul>
<b>Contact Type</b>	<p>Indicates how the individual was contacted. The list of options varies depending on what module is selected for the record. Additional options can be added in the <a href="#">Attribute/Dictionary</a>.</p>	<p>ContactLog.contactType</p> <hr/> <p><b>Ad hoc Location</b></p> <ul style="list-style-type: none"> <li>• Counseling - Student &gt; Counselor &gt; Contact Log &gt; <b>counselingContactLog.contactType</b></li> <li>• Health - Student &gt; Health &gt; Contact Log &gt; <b>healthContactLog.contactType</b></li> <li>• PLP, RTI, Special Education - Student &gt; Learner Planning &gt; Contact Log &gt; <b>plansContactLog.contactType</b></li> </ul>

Data Element	Description	Database and Ad hoc Field Locations
<b>Contacted</b>	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 <b>Contact(s)</b> field. The <b>Other Contacts</b> field can be used to enter anyone who is not entered into Infinite Campus.	ContactLog.contactMode  <b>Ad hoc Location</b> <ul style="list-style-type: none"> <li>Counseling - Student &gt; Counselor &gt; Contact Log &gt; <b>counselingContactLog.contactMode</b></li> <li>Health - Student &gt; Health &gt; Contact Log &gt; <b>healthContactLog.contactMode</b></li> <li>PLP, RTI, Special Education - Student &gt; Learner Planning &gt; Contact Log &gt; <b>plansContactLog.contactMode</b></li> </ul>
<b>Contacted By</b>	Records the staff person who entered the record.	ContactLog.contactByID  <b>Ad hoc Location</b> <ul style="list-style-type: none"> <li>Counseling - Student &gt; Counselor &gt; Contact Log &gt; <b>counselingContactLog.contactByID</b></li> <li>Health - Student &gt; Health &gt; Contact Log &gt; <b>healthContactLog.contactByID</b></li> <li>PLP, RTI, Special Education - Student &gt; Learner Planning &gt; Contact Log &gt; <b>plansContactLog.contactByID</b></li> </ul>
<b>Details</b>	Provides a text entry field for recording a detailed description of the contact.	ContactLog.text  <b>Ad hoc Location</b> <ul style="list-style-type: none"> <li>Counseling - Student &gt; Counselor &gt; Contact Log &gt; <b>counselingContactLog.text</b></li> <li>Health - Student &gt; Health &gt; Contact Log &gt; <b>healthContactLog.text</b></li> <li>PLP, RTI, Special Education - Student &gt; Learner Planning &gt; Contact Log &gt; <b>plansContactLog.text</b></li> </ul>

## 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 displays contact records with columns for Module, Contacted By, Contacted, Contact Type, Date/Time, and Details. The 'Module' column menu is open, showing options like Health, PLP, Special Ed, Response to Intervention, and Counseling. The 'Filter' option is highlighted.

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** ☆ 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 ▾

Module	Contacted	Date/Time	Details
Health	Donald Abegg, Millie Abegg	11/07/2022 01:12 PM	Dylan has a f
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**

Module: Counseling

Start Date: 11/01/2021

End Date: 11/07/2022

Contact Type: All

Contacted By: All

Contacted: All

Sorting: Date (Ascending)

New Print 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  
Page 1 of 1

**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