Attendance Contact Log

Last Modified on 06/24/2025 9:45 am CDT

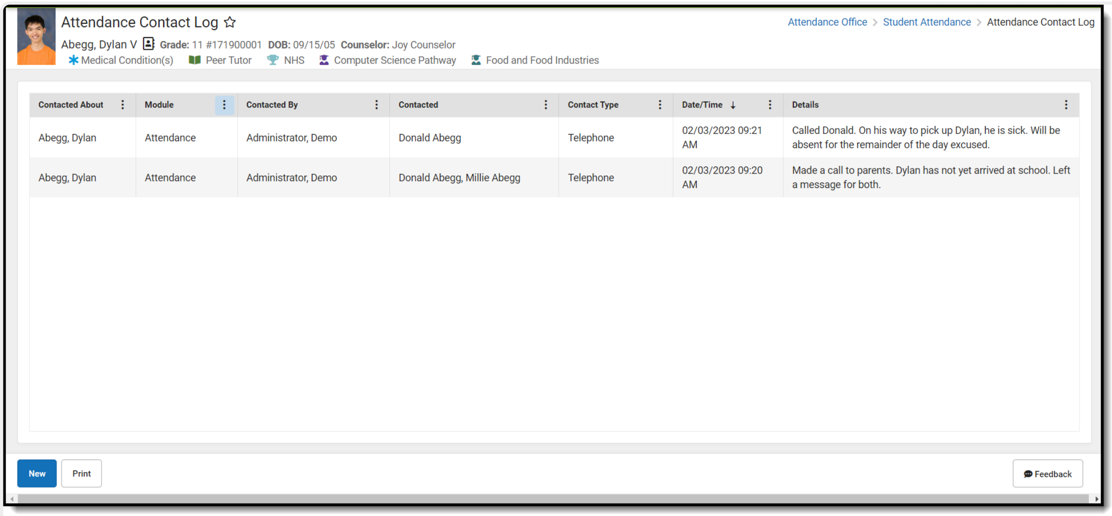
Contact Log Fields in Ad hoc Query Wizard | Enter a New Contact Log Record | Filter Contact Log Records | Print Contact Log Records

Tool Search: Attendance Contact Log

The Attendance Contact Log records all instances of communication by school personnel regarding a particular student and their attendance. 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 Infinite Campus that include a Contact Log tool - Attendance Office, Census, Counseling, Health, PLP, Response to Intervention (RTI), Special Education, plus several states and districts 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 Attendance Contact Log functions the same as this central 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.



Attendance Contact Log

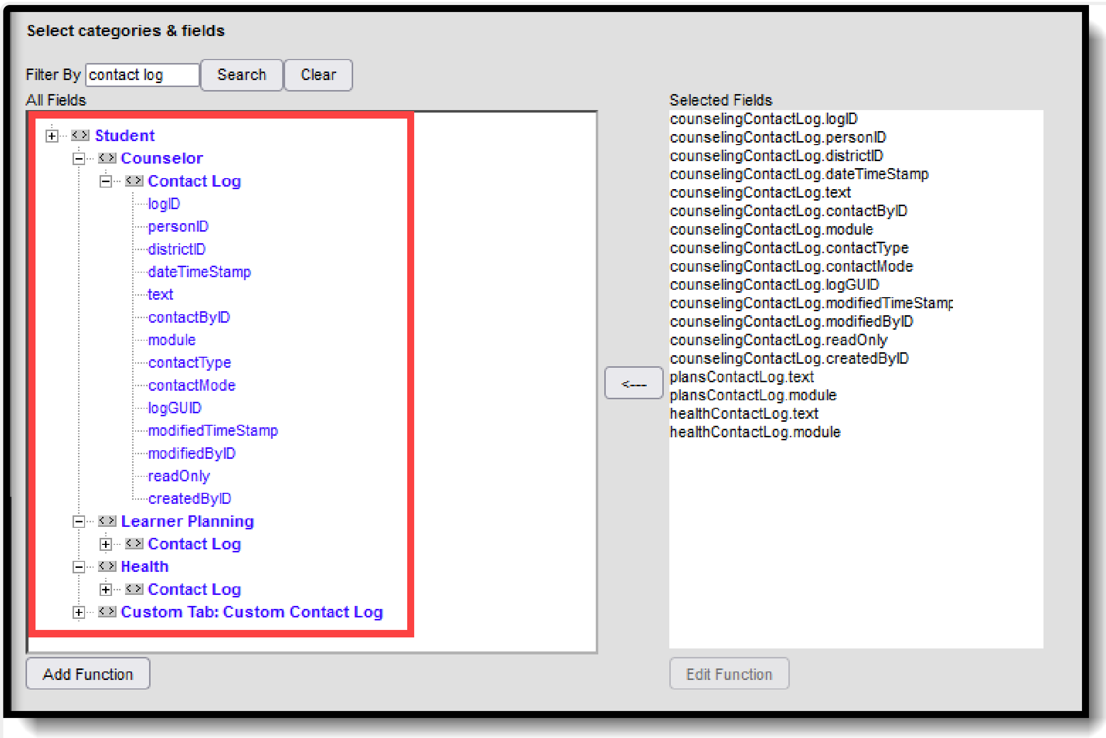
See the Attendance Contact Log Tool Rights article for information on available tool rights.

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.

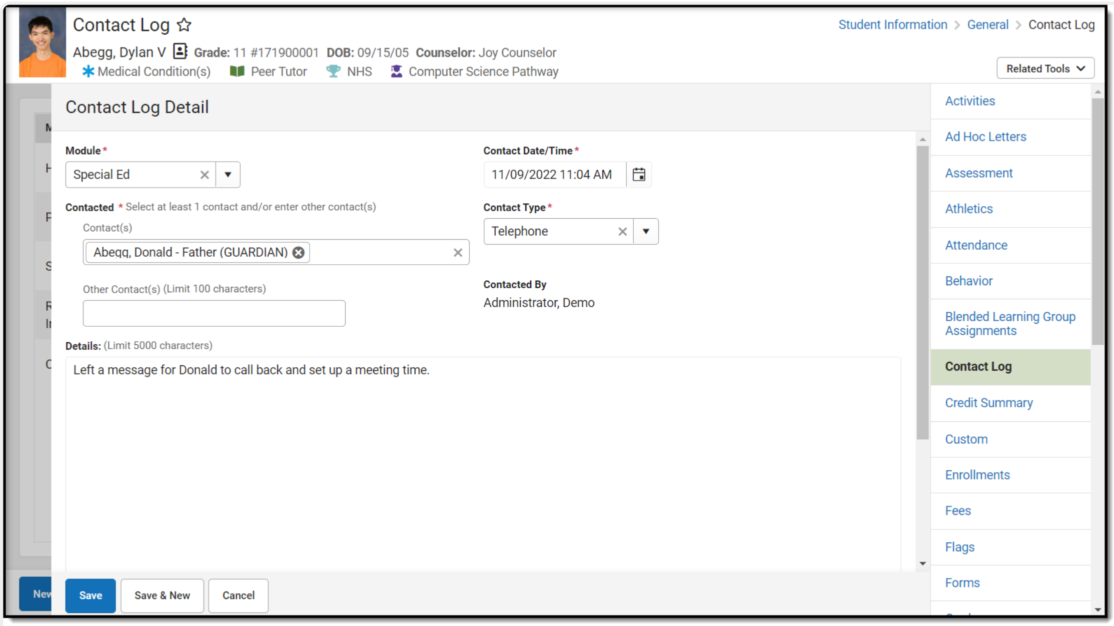


Contact Log Ad hoc Fields

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 **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

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

<table>
<thead>
<tr><th>Data Element</th><th>Description</th><th>Database and Ad hoc Field Locations</th></tr>
</thead>
<tbody>
<tr>
<td>Module</td>
<td>Lists the area where the contact was entered in the product, or the general topic of the contact. Options are:
Attendance
Counseling
Health
PLP
Response to Intervention
Special Education</td>
<td>ContactLog.module<hr>Ad hoc Location
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</td>
</tr>
<tr>
<td>Contact Date/Time</td>
<td>Reports the date (mm/dd/yyyy) and time (HH:MM) the record was entered.</td>
<td>ContactLog.dateTimeStamp<hr>Ad hoc Location
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</td>
</tr>
<tr>
<td>Contact Type</td>
<td>Indicates how the individual was contacted.

Additional options can be added in the <u>Attribute/Dictionary</u> (ContactLog > Contact Type).</td>
<td>ContactLog.contactType<hr>Ad hoc Location
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</td>
</tr>
</tbody>
</table>

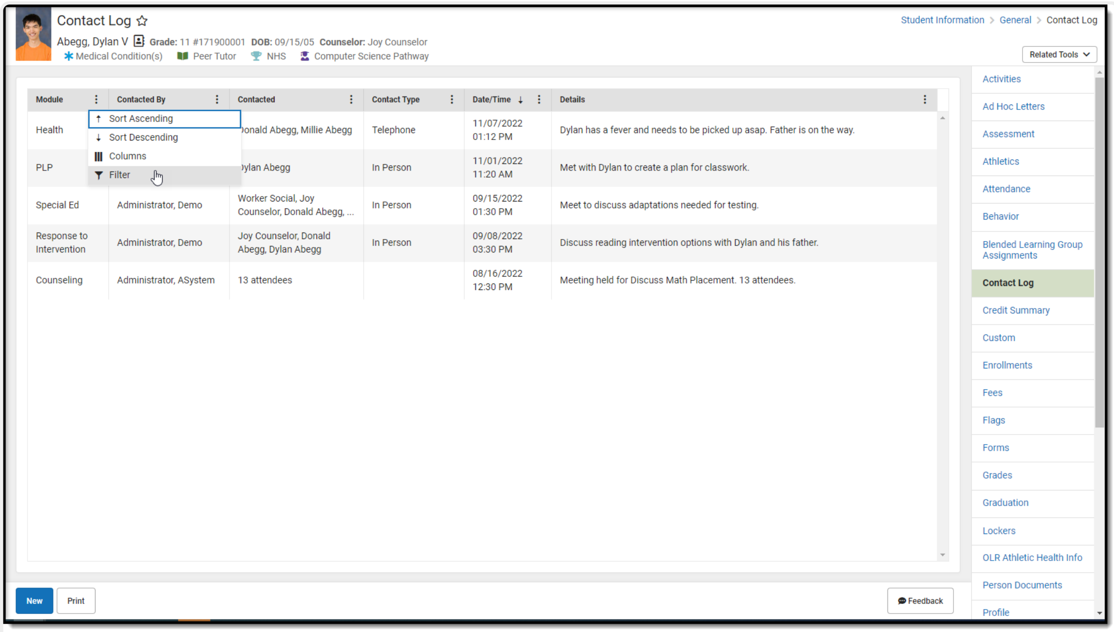
Data Element	Description	Database and Ad hoc Field Locations
Contacted	Indicates the person or people intended for the contact. There are two fields where information can be entered. Select contacts who have been entered in Campus from the **Contact(s)** field. The **Other Contacts** field can be used to enter anyone who is not entered into Infinite Campus.	ContactLog.contactMode **Ad hoc Location** • 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** • 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** • 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.



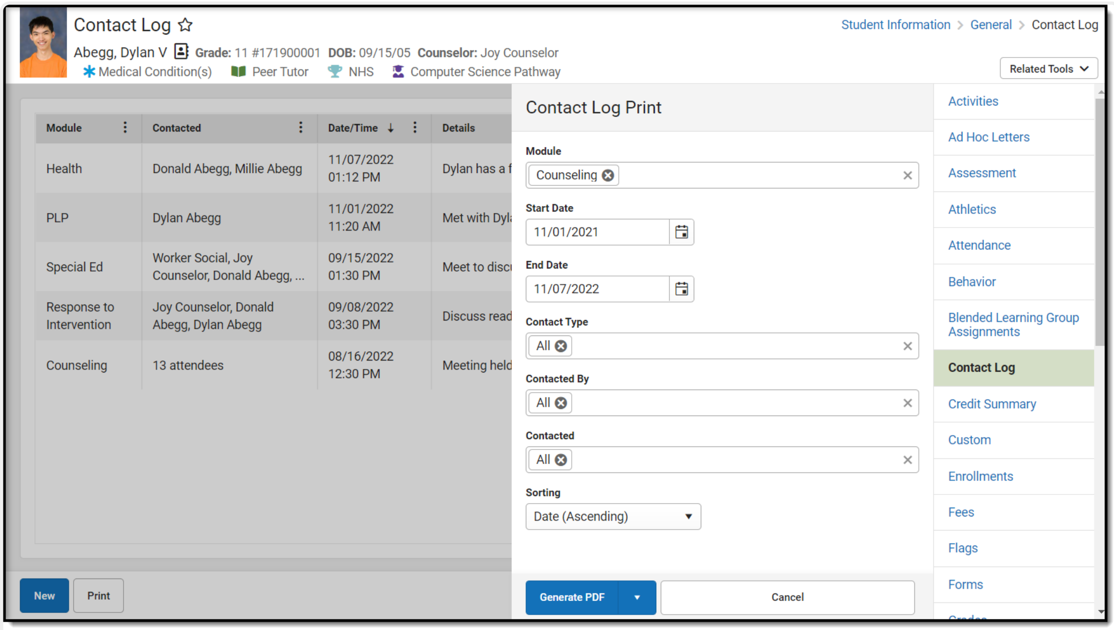
Filter Options from Column Menu

Print Contact Log Records

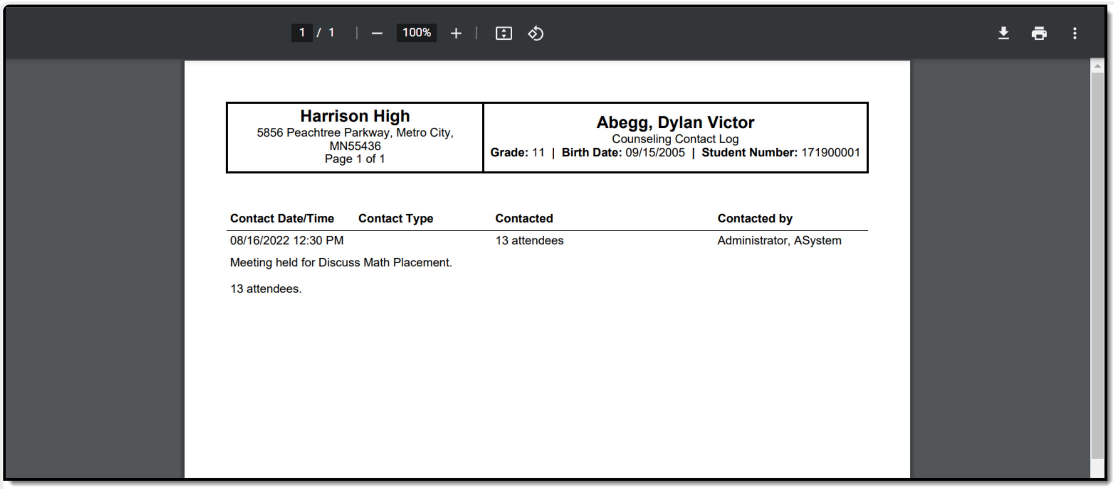
Default options are set to include every contact in each module, for all dates, contact types, entered by all staff, and contact made to all individuals, and sorted by date. These can be modified by removing the All option and adding specific values to the fields.

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 Print



Contact Log Report