

Contact Log [.2247 - .2303]

Last Modified on 08/21/2023 3:17 pm 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

Classic View: Student Information > General > Contact Log

Search Terms: Contact Log

The Contact Log records all instances of communication by school personnel regarding a particular student. 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.

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.

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.

| Medica | Condition(s) | tor 🍷 NHS 🙎 Computer S | Science Pathway | | | | Related Tools |
|----------------------------|------------------------|--|-----------------|------------------------|---|------------|---------------------------------------|
| fodule : | Contacted By | Contacted : | Contact Type | Date/Time \downarrow 🚦 | Details | : | Activities Ad Hoc Letters |
| lealth | 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. | * | Assessment |
| LP | Administrator, Demo | Dylan Abegg | In Person | 11/01/2022 11:20 AM | Met with Dylan to create a plan for classwork. | | Athletics |
| pecial Ed | Administrator, Demo | Worker Social, Joy Counselor, Donald Abegg, | In Person | 09/15/2022 01:30 PM | Meet to discuss adaptations needed for testing. | | Attendance Behavior |
| lesponse to ntervention | 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. | | Blended Learning Group Assignments |
| ounseling | Administrator, ASystem | 13 attendees | | 08/16/2022 12:30 PM | Meeting held for Discuss Math Placement. 13 attendees. | | Contact Log |
| | | | | | | | Credit Summary |
| | | | | | | | Custom |
| | | | | | | | Enrollments |
| | | | | | | | Fees |
| | | | | | | | Flags |
| | | | | | | | Forms |
| | | | | | | | Grades |
| | | | | | | | Graduation |
| | | | | | | | Lockers |
| | | | | | | ÷ | OLR Athletic Health Info |
| | | | | | | | Person Documents |
| r Print | | | | | | P Feedback | Profile |

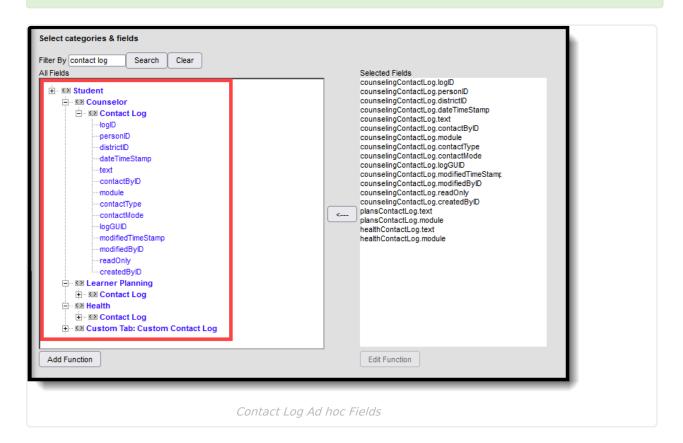


Contact Log Fields in Ad hoc Query Wizard

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.

| er02 Lifellearn, Brian | | Related |
|------------------------------------|---------------------------------------|------------------|
| ool Rights | | Add User Account |
| Instruction | | User Account |
| Student Information | All Read Write Add Delete | Information |
| ▼ General | All Read Write Add Delete | Access Log |
| Activities | 🗌 All 🛛 🗹 Read 🗌 Write 🗌 Add 📄 Delete | |
| Ad Hoc Letters | All Read Write Add Delete | Calendar Rights |
| User Group Reports | All Read Write Add Delete | Membership In Us |
| Assessment | All Read Write Add Delete | Groups |
| Athletics | All Read Write Add Delete | Tool Rights |
| Attendance | All 🛛 Read 🗌 Write 🗌 Add 💭 Delete | |
| Additional Enrollment Attendance | 🗌 All 🛛 🗹 Read 🗌 Write 🗌 Add 💭 Delete | |
| Chronic Absenteeism Information | 🗌 All 🛛 🗹 Read 🗌 Write 🗌 Add 💭 Delete | |
| Behavior | 🗌 All 🛛 🗹 Read 🗌 Write 🗌 Add 📄 Delete | |
| Modify Attendance | All Read Write Add Delete | |
| All Calendars | All Read Write Add Delete | |
| Allow access to attached files | All Read Write Add Delete | |
| Behavior History | All Read Write Add Delete | |
| Blended Learning Group Assignments | 🗹 All 🛛 🗹 Read 🗹 Write 🗹 Add 🖌 Delete | |
| Contact Log | 🗹 All | |
| Credit Summary | 🗌 All 🛛 🗹 Read 🗌 Write 🗌 Add 📄 Delete | |
| Custom | All 🔽 Read 🗌 Write 🗌 Add 📃 Delete | |
| Reset User Rights Summary | | |

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

| User Tool Rights Editor Add User Account Search Campus Tools Information Enter text to search for matching tools Access Log Calendar Rights Access Log Sudent Information All Attendance Office All Read Write Add Delete Tool Rights Consus All Read Write Add Delete Tool Rights Consus All Read Write Add Delete Tool Rights Add Person All Modify Local Student Number All Modify Local Student Number All Modify Local Student Number All Read Write Student State ID All Kident State ID All Read Write Write Add Burder All Write Add Denergephics All Modify Local Student Number All Multip All Reed Write | Гool Rights ☆ | Usi | er Management > User Accounts > Tool Righ |
|---|---|--------------------------------|---|
| User Tool Rights Editor User Account Information Seach Campus Tools Access Log Calendar Rights Calendar Rights Instruction All Student Information All Read Write Add Delete Contact Log All Read Write Add Delete Contact Log All Read Write Add Delete Student Number All Read Write Add Delete Student State ID All Read Write Add Delete Student State ID All Read Write Add Delete Student State ID All Read Write Add<th>eacher01 Lifellearn, Alan</th><th></th><th>Related Tools</th> | eacher01 Lifellearn, Alan | | Related Tools |
| Search Campus Tools Information Enter text to search for matching tools All Tool Rights All Student Information All Student Information All Read Write Add Delete Membership In Ule Groups Attendance Office All Read Write Add Delete Tool Rights Behavior Office All Read Write Add Delete Tool Rights VE People All Read Write Add Delete All Read Write Add Delete Contact Log All Read Write Add Delete Modify Local Staff Number All Read Write Add Delete User Rights Summary | | | Add User Account |
| Search Campus Tools Access Log Enter text to search for matching tools Calendar Rights Instruction AII Student Information AII Attendance Office AII Behavior Office AII Reset Virite Add Person AII Add Person AII Add Person AII Modify Local Staff Number | User Tool Rights Editor | | |
| Exter text to search normalizing toos Calendar Rights Instruction All Student Information All Read Write Attendance Office All Read Write Add Delete Consus All Read Write Add Person All Contact Log Image: All Contact Log Image: All Modify Local Staff Number All Reet User Rights Summary | Search Campus Tools | | |
| ioi lingits All Student Information All Read Write Add Delete Census All Read Write Add Delete Tool Rights Tool Rights Tool Rights Tool Rights Tool Rights Tool Rights All Read Write Add Delete Add Person All Read Write Add Delete Add Person All Read Write Add Delete Modify Local Staff Number All Read Write Add Delete Modify Local Staff Number All Read Write Add Delete Student State ID All Read Write Add Delete Write Add Delete Write <l< td=""><td>Enter text to search for matching tools</td><td></td><td>Access Log</td></l<> | Enter text to search for matching tools | | Access Log |
| Student Information All Read Write Add Delete Groups Internation Attendance Office All Read Write Add Delete Internation Int | Tool Rights | | Calendar Rights |
| Student Information All Read Write Add Delete Attendance Office All Read Write Add Delete Behavior Office All Read Write Add Delete Consus All Read Write Add Delete Add Person All Read Write Add Delete Contact Log Ill Read Write Add Delete Modify Local Staff Number All Read Write Add Delete Modify Local Student Number All Read Write Add Delete GUID All Read Write Add Delete Student State ID All Read Write Add Delete View Staff Birth Date & Ane All Read Write Add Delete | ► Instruction | | Membership In User |
| All Read Write Add Delete • Behavior Office All Read Write Add Delete • Census All Read Write Add Delete • Census All Read Write Add Delete • Add Person All Read Write Add Delete • Contact Log Image: All Read Write Add Delete • Contact Log Image: All Read Write Add Delete • Modify Local Staff Number All Read Write Add Delete • Modify Local Student Number All Read Write Add Delete • Modify Local Student Number All Read Write Add Delete • GUID All Read Write Add Delete • Student State ID All Read Write Add Delete View Staff Rirb Date & Ac | Student Information | All Read Write Add Delete | Groups |
| Census Census All Read Write Add Delete Add People Add All Read Write Add Delete Add Delete Add Delete Contact Log Contact Log Contact Log All Read Write Add Delete Contact Log Contact Log Contact Log All Read Write Add Delete Add Delete Contact Log Contact Contact Log Contact Contact | Attendance Office | All Read Write Add Delete | Tool Rights |
| People All Read Write Add Delete Add Person All Read Write Add Delete Contact Log All Read Write Add Delete Contact Log All Read Write Add Delete Modify Local Staff Number All Read Write Add Delete Modify Local Student Number All Read Write Add Delete GUID All Read Write Add Delete GUID All Read Write Add Delete Student State ID All Read Write Add Delete View Staff Rinth Date & Ane All Read Write Add | Behavior Office | All Read Write Add Delete | |
| Add Person All Read Write Add Delete Contact Log Image: Add Delete All Read Write Add Delete Modify Local Staff Number All Read Write Add Delete Modify Local Student Number All Read Write Add Delete Ed-Fri ID All Read Write Add Delete GUID All Read Write Add Delete Student State ID All Read Write Add Delete View Staff Rinth Date & Ane All Read Write Add Delete Save Reset User Rights Summary Save Save Add Delete | ▼ Census | All Read Write Add Delete | |
| Contact Log Image: All Contact Log 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 Rinth Date & Acce All Read Write Add Delete | ▼ People | All Read Write Add Delete | |
| Demographics All Read Write Add Delete Modify Local Staff Number All Read Write Add Delete Modify Local Student 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 Rirth Date & Ane All Deart Write Add Delete | Add Person | 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 | Contact Log | MII 🗹 | |
| 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 Date & Arre 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 Date & Ana All Dead Write Add Delete Save Reset User Rights Summary All Dead Write Add Delete | | | |
| GUID All Read Write Add Delete Student State ID All Read Write Add Delete View Staff Rinth Date & Ane View Staff Rinth Date & Ane Save Reset User Rights Summary | | | |
| Student State ID All Read Write Add Delete View Staff Rinth Date & Ane All Dead Write Add Delete | | | |
| View Staff Rinth Date & Ade | | | |
| | View Staff Rirth Date & Are | | |
| | Save Reset User Rights Summary | | |
| Contact Log Tool Rights Census | | | |
| Contact Log Tool Rights Census | | | |
| contact Log root highes consus | | 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)

| 02 Lifellearn, Brian | | | Related To |
|---|-------|---|-------------------|
| Assessment Administration | | 🗹 Read 🗌 Write 🗌 Add 🗌 Delete | Add User Account |
| Counseling | | Read Write Add Delete | User Account |
| Counseling Contact Log | 🗹 All | 🗹 Read 🗹 Write 🗹 Add 🗹 Delete | Information |
| Access to Records Created By Other Users | | Read Write Add Delete | Access Log |
| Counseling Documents | | 🗹 Read 🗌 Write 🗌 Add 📄 Delete | Access Log |
| Custom Forms | | Read Write Add Delete | Calendar Rights |
| Copy | | Read Write Add Delete Read Write Add Delete | Membership In Use |
| Unlock | | ✓ Read ─ Write ─ Add ─ Delete | Groups |
| Document Upload | | Read Write Add Delete | - 181 L |
| Lock | | 🗹 Read 🗌 Write 🗌 Add 📄 Delete | Tool Rights |
| Unlock | | 🗹 Read 🗌 Write 🗌 Add 📄 Delete | |
| Counseling Team Members | | 🗹 Read 🗌 Write 🗌 Add 📄 Delete | |
| Early Warning | | 🗹 Read 🗌 Write 🗌 Add 📄 Delete | |
| Student Attendance Details | | 🗹 Read 🗌 Write 🗌 Add 📄 Delete | |
| Student Behavior Details | | Read Write Add Delete | |
| Student Curriculum Details | | Read Write Add Delete | |
| Student Stability Details | | Read Write Add Delete | |
| Meetings | | 🗹 Read 🗌 Write 🗌 Add 📄 Delete | |
| English Learners | | 🗹 Read 🗌 Write 🗌 Add 📄 Delete | |
| Federal Programs | | 🗹 Read 🗌 Write 🗌 Add 📄 Delete | |
| Health | | 🗹 Read 🗌 Write 🗌 Add 📄 Delete | |
| | | | |
| Reset User Rights Summary | | | |

Infinite Campus

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

| er02 Lifellearn, Brian | | Related T |
|--|---|-----------------------------|
| Assessment Administration | All ZRead Write Add Delete | Add User Account |
| ▼ Counseling | - All 🛛 🖌 Read - Write - Add - Delete | User Account |
| Counseling Contact Log | 🗹 All 🛛 Read 🖓 Write 🔽 Add 🔽 Delete | Information |
| Access to Records Created By Other Users | 🗹 All 🛛 🗹 Read 🗹 Write 🗹 Add 🗹 Delete | Access Log |
| Counseling Documents | 🗌 All 🛛 🗹 Read 🗌 Write 🗌 Add 💭 Delete | Access Log |
| Custom Forms | 🗌 All 🛛 🗹 Read 🗌 Write 🗌 Add 💭 Delete | Calendar Rights |
| Сору | All Read Write Add Delete | |
| Lock | All ✓ Read Write Add Delete All ✓ Read Write Add Delete | Membership In Use Groups |
| Document Upload | All Sead Write Add Delete | |
| Lock | All Read Write Add Delete | Tool Rights |
| 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 ZRead 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 | |
| | | |
| Reset User Rights Summary | | |

Contact Log Tool Rights Examples

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

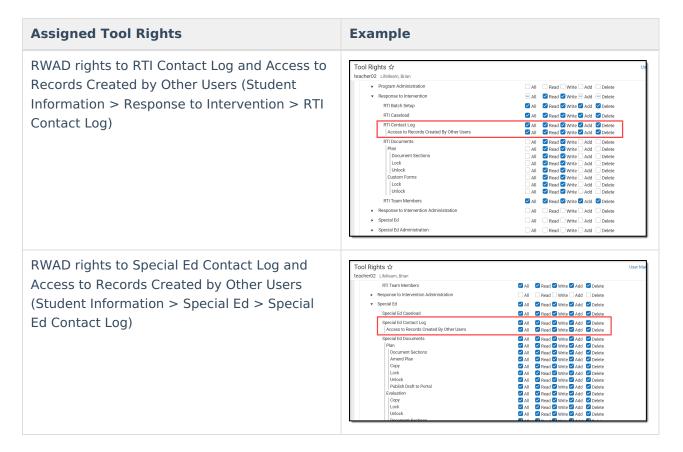
A counselor who is responsible for general counseling activities (academic planning, behavior records, team members for learning plans, health management) may have the following tool rights for Contact Log:



Click here to expand...

| Assigned Tool Rights | Example |
|--|---|
| Rights to Contact Log (Student Information > General > Contact Log) set to All. | Tool Rights ☆ User Manageme teachet02 Lifelearn, Bian Atteriors All Read Write Atteriors All Read Write Addinout Errollment Attendunce All Read Write Behavior All Read Write Addinout Errollment Attendunce All Read Write Addinout Errollment Attendunce All Read Write Behavior Instruct All Read Write Addinout Errollments All Read Write Creatis Corpor Assignments All Read Write Creatis Corpor Assignments All Read Write State Read Write Add Delate Errollments State All Read Write Mall Read Writed |
| RWAD rights Counseling Contact Log and Access to Records Created by Other Users (Student Information > Counseling > Counseling Contact Log) | Tool Rights ① User Managem teacher02 Lifeleam, Bran + A-ademic Planning All Read Write Add Delete - A-ademic Planning All Read Write Add Delete - A-ademic Planning All Read Write Add Delete - Activity Registration All Read Write Add Delete - Counseling All Read Write Add Delete - Counseling Contract Log All Read Write Add Delete - Counseling Documents All Read Write Add Delete - Counseling Documents All Read Write Add Delete - Counseling Documents All Read Write Add Delete - Counseling Team Members All Read Write Add Delete - Counseling Team Members 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 ① User Manager Leacher02 Lifeleam, Brian Federal Programs All Read Write Add Delete All Conditions All Particle Write Add Delete All Conditions All Particle Write Add Health All Conditions All Particle Write Add Health Document All Access to Records Dreated By Other Users All Cattorn Forms All Read Cody All Read Delete Lock All Read Write Add Delete Ubock All Read Write Add Del |
| RWAD rights to PLP Contact Log and Access to Records Created by Other Users (Student Information > PLP > PLP Contact Log) | Tool Rights 分 Us teacher02 Udelears, Brian • Medicald Administration All • PLP All PLP Caseload All PLP Contact Log All Access to Records Created By Other Users All PLP Contact Log All Pain All Decestroins All Pain All Decestroins All Lock All Lock All Programmed All Programmed All Copy All Copy All Copy All Lock All Unlock All Copy All Copy All Copy All Copy All Copy All Lock All Unlock All Copy All Copy All Copy All Copy All Lock |





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.

| Health Admir PLP Admir Special Ed Admir | inistrator, Demo inistrator, Demo inistrator, Demo | Contacted : Donald Abegg, Millie Abegg Dylan Abegg Worker Social, Joy | Contact Type : Telephone In Person | Date/Time ↓ : 11/07/2022 01:12 PM 11/01/2022 | Details Dylan has a fever and needs to be picked up asap. Father is on the way. | : | Activities Ad Hoc Letters |
|--|--|--|--|---|--|----------|-------------------------------------|
| Health Admir PLP Admir Special Ed Admir Response to Admir | inistrator, Demo | Donald Abegg, Millie Abegg Dylan Abegg | Telephone | 11/07/2022 01:12 PM | | : | |
| PLP Admin Special Ed Admin Response to Admin | inistrator, Demo | Dylan Abegg | | 01:12 PM | Dylan has a fever and needs to be picked up asap. Father is on the way. | ^ | |
| Special Ed Admir Response to Admir | | | In Person | 11/01/2022 | | | Assessment |
| Response to Admir | inistrator, Demo | Worker Social, Joy | | 11:20 AM | Met with Dylan to create a plan for classwork. | | Athletics |
| | | Counselor, Donald Abegg, | In Person | 09/15/2022 01:30 PM | Meet to discuss adaptations needed for testing. | | Attendance |
| | inistrator, Demo | Joy Counselor, Donald Abegg, Dylan Abegg | In Person | 09/08/2022 03:30 PM | Discuss reading intervention options with Dylan and his father. | | Blended Learning Gro Assignments |
| Counseling Admir | inistrator, ASystem | 13 attendees | | 08/16/2022 12:30 PM | Meeting held for Discuss Math Placement. 13 attendees. | | Contact Log |
| | | | | | | | Credit Summary |
| | | | | | | | Custom |
| | | | | | | | Enrollments |
| | | | | | | | Fees |
| | | | | | | | Flags |
| | | | | | | | Forms |
| | | | | | | | Grades |
| | | | | | | | Graduation |
| | | | | | | | Lockers |
| | | | | | | Ŧ | OLR Athletic Health In |
| Print | | | | | | Feedback | Person Documents |

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 > | Tool Rights ☆ User Manage |
| | teacher02 Lifellearn, Brian |
| General > Contact Log) set to All. | Assessment All Read Write Add Delete |
| 5. | Athletics All Read Write Add Delete |
| | Attendance All Read Write Add Delete Additional Enrollment Attendance All Read Write Add Delete |
| | Chronic Absenteeism Information |
| | Behavior All Read Write Add Delete |
| | Modify Attendance All Read Write Add Delete |
| | All Calendars All Read Write Add Delete Allow access to attached files All Read Write Add Delete |
| | Behavior History All Read Write Add Delete |
| | Blended Learning Group Assignments |
| | Contact Log |
| | Credit Summary |
| | Custom All Read Write Add Delete |
| | Enrollments All Read Write Add Delete State Reporting All Read Write Add Delete |
| | Meal Status All Read Write Add Delete |
| | Homeless All Read Write Add Delete |
| | Ward of State All Read Write Add Delete |
| | |
| WAD rights to Health Contact Log (Student | Federal Programs All Read Write Add Delete |
| | ✓ Health ✓ Health ✓ All ■ Read ■ Write ■ Add ■ Delete |
| nformation > Health > Health Contact Log) | Conditions I Read Write Add Delete |
| 5, | |
| | Daily Health Log Zall Zarad Write Add Zarad |
| | Health Contact Log ZAII Zead Write Add Delete Access to Records Created By Other Users All Read Write Add Delete |
| | |
| | Health Documents V All V Read V Write V Add V Delete Custom Forms V All V Read V Write V Add V Delete |
| | Copy Copy Call Creat Write Add Copete |
| | 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 SAII Read Write Add Delete |
| | |
| | |
| | Office Visits Zead Zead Vite Zead Delete |
| | Locked Z All Z Read Z Write Z Add Z Delete |
| | |
| lo rights to Access to Records Created by | Federal Programs All Read Write Add Delete |
|)ther Users | 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 |
| | Health Documents 🛛 🖉 All 🖉 Read 🖉 Write 🖉 Add 🖉 Delete |
| | Custom Forms SAII Read Write Add Delete |
| | Copy Z All Z Read Z Write Z Add Z Delete |
| | Lock All Read Write Add Delete Unlock All Read Write Add Delete |
| | Document Upload I all I Read Write Add I 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 I Read Virite Add Vielete |
| | Office Visits SAI Read & Write & Add & Delete Locked AII & Read & Write & Add & Delete |

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.

| | | ontact Log 🏠 an V 🖪 Grade: 11 #1719 | 900001 DOB: 09/15/05 Counselor | : Joy Counselor | | | Statent mormation 2 | Health > Health Contac |
|-------|---------|--|--------------------------------|-----------------|--------------------|---|---------------------|------------------------|
| * | Medical | Condition(s) 🚺 Peer | Tutor 🍷 NHS 📱 Computer S | science Pathway | | | | Related Tool |
| | - | | | | | | | Conditions |
| odule | | Contacted By | Contacted | Contact Type | te/Time ↓ : | Details | : | Daily Health Log |
| ealth | | Administrator, Demo | Donald Abegg, Millie Abegg | Telephone | /07/2022 :12 PM | Dylan has a fever and needs to be picked up asap. Father is on the way. | | Health Contact Log |
| | | | | | | | | Health Documents |
| | | | | | | | | Immunizations |
| | | | | | | | | Medications |
| | | | | | | | | Office Visits |
| | | | | | | | | Office Visits History |
| | | | | | | | | Screenings |
| | | | | | | | × | |
| Prir | nt | | | | | | Feedback | |

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...

Infinite Campus

| Assigned Tool Rights | Example |
|---|---|
| Rights to Contact Log (Student Information > General > Contact Log) set to All. | Tool Rights \$ User Management teached/2 Uleikeam, listan Additionam, listan Additionam, listan |
| 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 | Activity Registration All Read Write Add Defete Assessment Administration All Read Write Add Defete Counseling Controlling Controling Controlling Control |



| Assigned Tool Rights | Example |
|--|---|
| No access to Health Contact Log | Federal Programs Health Health Conditions Lat Conditions Conditions Lat Conditions Conditions Lat Conditions Lat Conditions Conditions Lat Conditions Lat |
| 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 | 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 PLP Contact Log All Read Write Add Delete PLP Documents All Read Write Add Delete Plan All Read Write Add Delete Lock All Read Write Add Delete <t< td=""></t<> |
| 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 | Program Administration All Read Write Add Delete Response to Intervention All Read Write Add Delete RTI Batch Setup Satu S |
| 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 | Response to Intervention Administration All Read Write Add Delete Special Ed Special Ed Caseload All Read Write Add Delete Special Ed Caseload All Read Write Add Delete Special Ed Contact.tog Access to Records Created By Other Users All Read Write Add Delete Special Ed Contact.tog Access to Records Created By Other Users All Read Write Add Delete Special Ed Contact.tog Access to Records Created By Other Users All Read Write Add Delete Incomment Plan Documents Copy All Read Write Add Delete Unlock Unlock Copy Call Read Write Add Delete Evaluation Copy Call Read Write Add Delete Unlock Call Read Write Add Delete Unlock Copy Call Read Write Add Delete Decument Sections Capy Call Read Write Add Delete Delete Copy Call Read Write Add Delete Delete Delete Copy Call Read Write Add Delete Delete Delete Delete Copy Call Read Write Add Delete De |

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.

| Abegg | Dyla | _og ☆ n V 📑 Grade: 11 #17190 | 0001 DOB: 09/15/05 Counselo tor 🍷 NHS 🔹 Computers | r: Joy Counselor | | | | | Related To |
|----------------------------|--------|---------------------------------|--|------------------|-----|------------------------|---|----------|---|
| A Me | dicari | condition(s) 🖬 Peer Tu | tor 👻 NHS 🖀 Computers | science Patriway | | | | | Activities |
| Module | 1 | Contacted By | Contacted : | Contact Type | - 1 | Date/Time ↓ : | Details | : | Ad Hoc Letters |
| PLP | | Administrator, Demo | Dylan Abegg | In Person | | 11/01/2022 11:20 AM | Met with Dylan to create a plan for classwork. | <u>^</u> | Assessment |
| 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. | | Athletics |
| Response to ntervention | | 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. | | Attendance |
| Counseling | | Administrator, ASystem | 13 attendees | | | 08/16/2022 12:30 PM | Meeting held for Discuss Math Placement. 13 attendees. | | Behavior Blended Learning Gro Assignments |
| | | | | | | | | | Contact Log |
| | | | | | | | | | Credit Summary |
| | | | | | | | | | Custom |
| | | | | | | | | | Enrollments |
| | | | | | | | | | Fees |
| | | | | | | | | | Flags |
| | | | | | | | | | Forms |
| | | | | | | | | | Grades |
| | | | | | | | | | Graduation |
| | | | | | | | | | Lockers |
| | | | | | | | | ÷ | OLR Athletic Health |
| | | | | | | | | | Person Documents |
| w Print | | | | | | | | Feedback | Profile |

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.
- 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 > Co |
|---|---------------------|------------------------------------|
| Abegg, Dylan V 📑 Grade: 11 #171900001 DOB: 09/15/05 Co ★ Medical Condition(s) 🖤 Peer Tutor 🝷 NHS 🕱 Con | | Related |
| Contact Log Detail | | Activities |
| Module * | Contact Date/Time * | Ad Hoc Letters |
| Special Ed X Y | 11/09/2022 11:04 AM | Assessment |
| Contacted * Select at least 1 contact and/or enter other contact(s) | Contact Type* | Athletics |
| Contact(s) Abegg, Donald - Father (GUARDIAN) | Telephone × • | Attendance |
| | Contacted By | Behavior |
| Other Contact(s) (Limit 100 characters) Details: (Limit 5000 characters) | Administrator, Demo | Blended Learning I Assignments |
| Left a message for Donald to call back and set up a meeting time | <u>.</u> | Contact Log |
| | | Credit Summary |
| | | Custom |
| | | Enrollments |
| | | Fees |
| | | Flags |
| | | Forms |
| Save Save & New Cancel | | |

Contact(s) List Logic

Infinite Campus

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 | Description | Database and Ad hoc Field Locations |
|---------|-------------|-------------------------------------|
| Element | | |



| Data Element | Description | Database and Ad hoc Field Locations |
|----------------------|---|--|
| Module | 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 | ContactLog.module Ad hoc Location Attendance - Student > Attendance > Contact Log > Contacted > ContactLogContactedID Counseling - Student > Counselor > Contact Log > 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 | Reports the date (mm/dd/yyyy) and time (HH:MM) the record was entered. | ContactLog.dateTimeStamp 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 |
| Contact Type | 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 Attribute/Dictionary. | ContactLog.contactType 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 |



| Data Element | Description | Database and Ad hoc Field Locations | | |
|-----------------|---|--|--|--|
| Contacted | Indicates the person or people intended for the | ContactLog.contactMode | | |
| | 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. | 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 | ContactLog.text | | |
| | description of the contact. | 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.

| T WICUIC | al Condition(s) 🛛 🗰 Peer Tut | or 🍷 NHS 🙎 Computer S | Science Pathway | | | | Related Tools |
|---------------------------|-----------------------------------|--|-----------------|------------------------|---|--------------------|---------------------------------------|
| Aodule : | Contacted By | Contacted | Contact Type | Date/Time ↓ : | Details | : | Activities Ad Hoc Letters |
| lealth | Sort Ascending Sort Descending | Jonald 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. | * | Assessment |
| (D | Columns |)ylan Abegg | In Person | 11/01/2022 11:20 AM | Met with Dylan to create a plan for classwork. | | Athletics |
| pecial Ed | Administrator, Demo | Worker Social, Joy Counselor, Donald Abegg, | In Person | 09/15/2022 01:30 PM | Meet to discuss adaptations needed for testing. | | Attendance |
| esponse to itervention | 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. | | Blended Learning Group Assignments |
| ounseling | Administrator, ASystem | 13 attendees | | 08/16/2022 12:30 PM | Meeting held for Discuss Math Placement. 13 attendees. | | Contact Log |
| | | | | | | | Credit Summary |
| | | | | | | | Custom |
| | | | | | | | Enroliments |
| | | | | | | | Fees |
| | | | | | | | Flags |
| | | | | | | | Forms |
| | | | | | | | Grades |
| | | | | | | | Graduation |
| | | | | | | | Lockers |
| | | | | | | ÷ | OLR Athletic Health Infe |
| | | | | | | | Person Documents |
| Print | | | | | | Direction Feedback | Profile |

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.

| | an V 💽 Grade: 11 #17190000 I Condition(s) 📲 Peer Tutor | | | | | Related Tools |
|--------------|---|------------------------|---------------|--------------------------|---|-----------------------|
| | | | | Contact Log Print | | Activities |
| Module | Contacted | Date/Time ↓ : | Details | | | Ad Hoc Letters |
| Health | Donald Abegg, Millie Abegg | 11/07/2022 01:12 PM | Dylan has a f | Module Counseling 😒 | × | Assessment |
| PLP | Dylan Abegg | 11/01/2022 | Met with Dyla | Start Date | | Athletics |
| r cr | bylan Abegg | 11:20 AM | Wet with Dyn | 11/01/2021 | | Attendance |
| Special Ed | Worker Social, Joy Counselor, Donald Abegg, | 09/15/2022 01:30 PM | Meet to discu | End Date | | Behavior |
| Response to | Joy Counselor, Donald | 09/08/2022 | Discuss read | 11/07/2022 | | Blended Learning Grou |
| Intervention | Abegg, Dylan Abegg | 03:30 PM | Discussifead | Contact Type | × | Assignments |
| Counseling | 13 attendees | 08/16/2022 12:30 PM | Meeting held | Contacted By | × | Contact Log |
| | | | | All 😒 | × | Credit Summary |
| | | | | Contacted | | Custom |
| | | | | All 😒 | × | Enrollments |
| | | | | Sorting Date (Ascending) | | Fees |
| | | | | | | Flags |
| | | | | | | Forms |

Infinite C

Contact Log Print

| 1/1 - 100% + 🗄 👌 | | | | | | : |
|--|--|---|--|--|--|---|
| Harrison High 5856 Peachtree Parkway, Metro City, MN55436 Page 1 of 1 Contact Date/Time Contact Type 08/16/2022 12:30 PM Meeting held for Discuss Math Placement. 13 attendees. | Abegg, Dylan Counseling Cont Grade: 11 Birth Date: 09/15/2005 : Contacted 13 attendees | Victor at Log Student Number: 171900001 Contacted by Administrator, ASystem | | | | |
| Cc | ntact Log Report | | | | | |