

Contact Log - Topic Article Only [.2303]

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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 Search Clear

All Fields

- 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

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

Add Function Edit Function

Contact Log Ad hoc Fields

Tool Rights for Contact Log

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

Classic View: System Administration > User Security > Users > Tool Rights

General Tool Right Information

Classic Navigation:

Full rights to Contact Log require **RWAD** rights to Student Information > General > Contact Log, Health > Contact Log, Special Education > Contact Log, PLP > Contact Log, RTI > Contact Log:

- **R** rights allow the ability to view contact log records.
- **W** rights allow the ability to edit contact log records.
- **A** rights do not add new contact log records.
- **D** rights allow the ability to delete contact log records.

New Navigation:

Full rights to Contact Log require the following:

- **Rights** (All checkbox marked) for the **Contact Log** tool for Student Information > General > 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 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.

Tool Rights ☆ User Management > User Accounts > Tool Rights

teacher02 Lifellearn, Brian Related Tools ▾

Tool Category	Tool Name	All	Read	Write	Add	Delete
Instruction		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Information		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activities		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ad Hoc Letters		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
User Group Reports		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assessment		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Athletics		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Enrollment Attendance		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chronic Absenteeism Information		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Behavior		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Modify Attendance		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All Calendars		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Allow access to attached files		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Behavior History		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blended Learning Group Assignments		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Contact Log	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Credit Summary		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Custom		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Contact Log Tool Rights

2. 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)

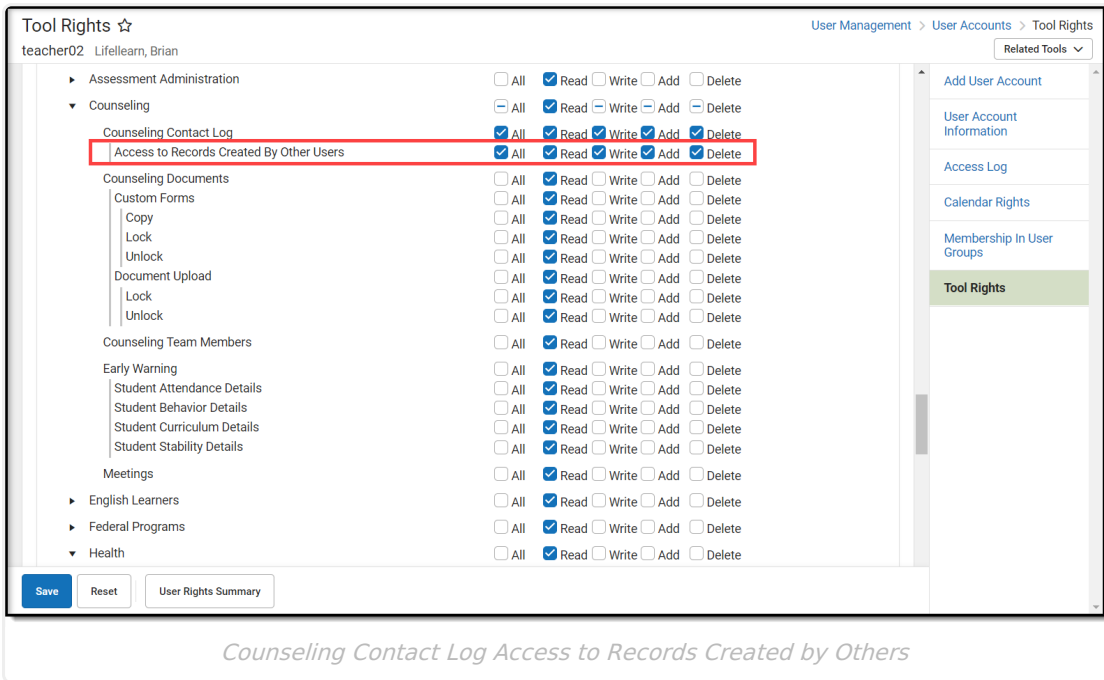
Tool Rights ☆ User Management > User Accounts > Tool Rights

teacher02 Lifellearn, Brian Related Tools ▾

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

Counseling Contact Log Tool Rights

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



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...](#)

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...](#)

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...](#)

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 **Contact Date/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 Descriptions

Data Element	Description	Database and Ad hoc Field Locations
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Data Element	Description	Database and Ad hoc Field Locations
<p>Module</p>	<p>Lists the area where the contact was entered in the product, or the general topic of the contact.</p> <p>Options are:</p> <ul style="list-style-type: none"> • Counseling • Health • PLP • Response to Intervention • Special Education 	<p>ContactLog.module</p> <hr/> <p>Ad hoc Location</p> <ul style="list-style-type: none"> • Counseling - Student > Counselor > Contact Log > counselingContactLog.module • Health - Student > Health > Contact Log > healthContactLog.module • PLP, RTI, Special Education - Student > Learner Planning > Contact Log > plansContactLog.module
<p>Contact Date/Time</p>	<p>Reports the date (mm/dd/yyyy) and time (HH:MM) the record was entered.</p>	<p>ContactLog.dateTimeStamp</p> <hr/> <p>Ad hoc Location</p> <ul style="list-style-type: none"> • Counseling - Student > Counselor > Contact Log > counselingContactLog.dateTimeStamp • Health - Student > Health > Contact Log > healthContactLog.dateTimeStamp • PLP, RTI, Special Education - Student > Learner Planning > Contact Log > plansContactLog.dateTimeStamp
<p>Contact Type</p>	<p>Indicates how the individual was contacted. The list of options varies depending on what module is selected for the record.</p> <p>Additional options can be added in the Attribute/Dictionary.</p>	<p>ContactLog.contactType</p> <hr/> <p>Ad hoc Location</p> <ul style="list-style-type: none"> • Counseling - Student > Counselor > Contact Log > counselingContactLog.contactType • Health - Student > Health > Contact Log > healthContactLog.contactType • PLP, RTI, Special Education - Student > Learner Planning > Contact Log > plansContactLog.contactType

Data Element	Description	Database and Ad hoc Field Locations
Contacted	Indicates the person or people intended for the contact. There are two fields where information can be entered. Select contacts who have been entered in Campus from the Contact(s) field. The Other Contacts field can be used to enter anyone who is not entered into Infinite Campus.	ContactLog.contactMode Ad hoc Location <ul style="list-style-type: none"> Counseling - Student > Counselor > Contact Log > counselingContactLog.contactMode Health - Student > Health > Contact Log > healthContactLog.contactMode PLP, RTI, Special Education - Student > Learner Planning > Contact Log > plansContactLog.contactMode
Contacted By	Records the staff person who entered the record.	ContactLog.contactByID Ad hoc Location <ul style="list-style-type: none"> Counseling - Student > Counselor > Contact Log > counselingContactLog.contactByID Health - Student > Health > Contact Log > healthContactLog.contactByID PLP, RTI, Special Education - Student > Learner Planning > Contact Log > plansContactLog.contactByID
Details	Provides a text entry field for recording a detailed description of the contact.	ContactLog.text Ad hoc Location <ul style="list-style-type: none"> Counseling - Student > Counselor > Contact Log > counselingContactLog.text Health - Student > Health > Contact Log > healthContactLog.text PLP, RTI, Special Education - Student > Learner Planning > Contact Log > plansContactLog.text

Filter Contact Log Records

The Contact Log organizes records by Module (the type of contact log record), Contacted By (who made the contact), Contacted (who was contacted), Contact Type, the date and time the record was saved, and the Details (reason) for the contact.

Contact Log records are sorted first by the Date and Time of the record, with the most recent record displaying first. To display contact log records for only one module, select that module by using the filter option located in the Column Menu which is indicated by 3 dots to the right of each column.

In the example below, the Column Menu is open for the Module column showing the options available.

The screenshot shows the 'Contact Log' interface for student 'Abegg, Dylan V'. The table contains the following records:

Module	Contacted By	Contacted	Contact Type	Date/Time	Details
Health		Donald Abegg, Millie Abegg	Telephone	11/07/2022 01:12 PM	Dylan has a fever and needs to be picked up asap. Father is on the way.
PLP		Dylan Abegg	In Person	11/01/2022 11:20 AM	Met with Dylan to create a plan for classwork.
Special Ed	Administrator, Demo	Worker Social, Joy Counselor, Donald Abegg, ...	In Person	09/15/2022 01:30 PM	Meet to discuss adaptations needed for testing.
Response to Intervention	Administrator, Demo	Joy Counselor, Donald Abegg, Dylan Abegg	In Person	09/08/2022 03:30 PM	Discuss reading intervention options with Dylan and his father.
Counseling	Administrator, ASystem	13 attendees		08/16/2022 12:30 PM	Meeting held for Discuss Math Placement. 13 attendees.

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

Filter Options from Column Menu

Print Contact Log Records

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

1. Click the **Print** button in the lower left corner. A **Contact Log Print** panel opens to the right.
2. Choose desired **Module** for which to print records.
3. Enter the **Start Date** and **End Date** to return records within that range only. Or, leave these fields without a selected date to print all records.
4. Select the desired **Contact Type**.
5. Select the desired **Contacted By** option.
6. Select the desired **Contacted** option(s).
7. Choose the appropriate **Sorting** option - Date ascending, Date descending, or Contacted By.
8. Click the **Generate** button. The report prints in PDF or CSV format for the selected student.

In the example below, Counseling Contact Logs entered between October 1 and December 2 in ascending Date order are included.

Contact Log ☆ 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
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)

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