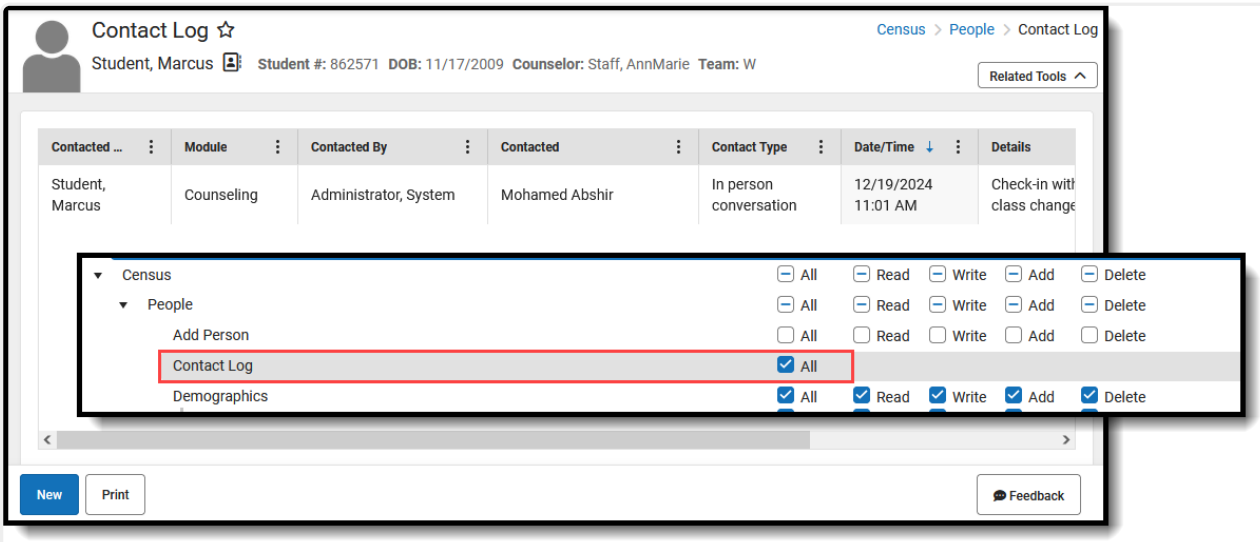
Contact Log Tool Rights

Last Modified on 12/14/2025 8:45 pm CST

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.

See the Contact Log article to learn how this tool is used.



Contact Log and Tool Rights

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.

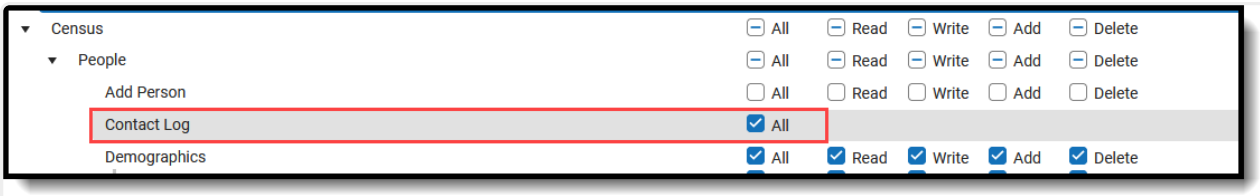
Assign Tool Rights to Contact Log

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

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

Available Tool Rights

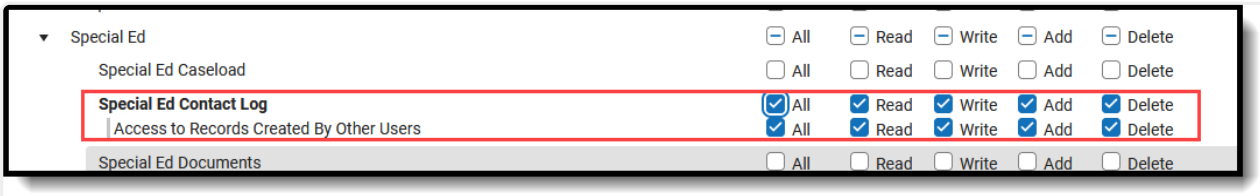
Contact Log tool rights require the **ALL** checkbox to be marked for Census > People > Contact Log and/or Student Information > General > Contact Log.



Contact Log ALL Rights

Read, Write, Add, and Delete rights (when applicable) to the separate Contact Log tools also need to be assigned.

- Student Information > Counseling > **Counseling Contact Log**
- Student Information > Health > **Health Contact Log**
- Student Information > PLP > **PLP Contact Log**
- Student Information > Response to Intervention > **RTI Contact Log**
- Student Information > Special Ed > **Special Ed Contact Log**



Contact Log Tool Rights, Subrights

The subright **Access to Records Created by Other Users** for the appropriate Contact Log tool - Counseling, Health, PLP, RTI, Special Education - is also available. This subright allows the user to view or edit contact log records another user created within a module (Counseling, Health, etc.).

Tool	Read	Write	Add	Delete
Contact Log	Displays the Contact Log tool.	N/A	N/A	N/A
Counseling Contact Log	View the Contact Log tool within Student Information Counseling.	Add information to an existing Contact Log entry within Student Information Counseling.	Enter a new Contact Log record within Student Information Counseling.	Remove a Contact Log entry within Student Information Counseling.
Access to Records Created by Other Users	View records entered by other users within Student Information Counseling.	Edit records created by other users within Student Information Counseling.	N/A	Remove records created by other users within Student Information Counseling.
Health Contact Log	View the Contact Log tool within Student Information Health.	Add information to an existing Contact Log entry within Student Information Health.	Enter a new Contact Log record within Student Information Health.	Remove a Contact Log entry within Student Information Health.
Access to Records Created by Other Users	View records entered by other users within Student Information Health.	Edit records created by other users within Student Information Health.	N/A	Remove records created by other users within Student Information Health.
PLP Contact Log	View the Contact Log tool within Student Information PLP.	Add information to an existing Contact Log entry within Student Information PLP.	Enter a new Contact Log record within Student Information PLP.	Remove a Contact Log entry within Student Information PLP.
Access to Records Created by Other Users	View records entered by other users within Student Information PLP.	Edit records created by other users within Student Information PLP.	N/A	Remove records created by other users within Student Information PLP.

Tool	Read	Write	Add	Delete
RTI Contact Log	View the Contact Log tool within Student Information Response to Intervention.	Add information to an existing Contact Log entry within Student Information RTI.	Enter a new Contact Log record within Student Information RTI.	Remove a Contact Log entry within Student Information RTI.
Access to Records Created by Other Users	View records entered by other users within Student Information RTI.	Edit records created by other users within Student Information RTI.	N/A	Remove records created by other users within Student Information RTI.
Special Ed Contact Log	View the Contact Log tool within Student Information Special Ed.	Add information to an existing Contact Log entry within Student Information Special Ed.	Enter a new Contact Log record within Student Information Special Ed.	Remove a Contact Log entry within Student Information Special Ed.
Access to Records Created by Other Users	View records entered by other users within Student Information Special Ed.	Edit records created by other users within Student Information Special Ed.	N/A	Remove records created by other users within Student Information Special Ed.

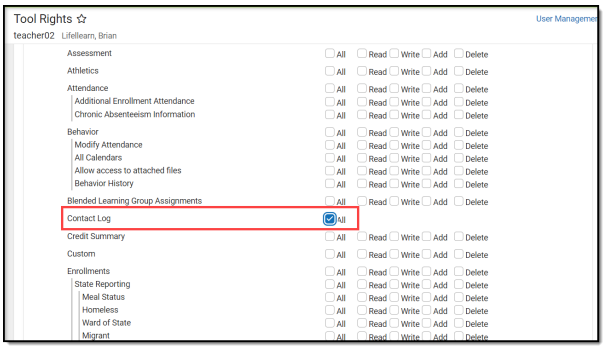
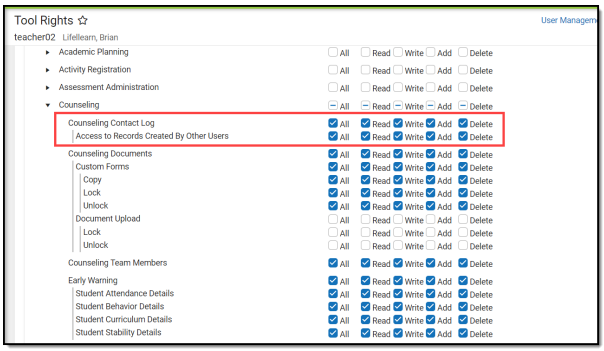
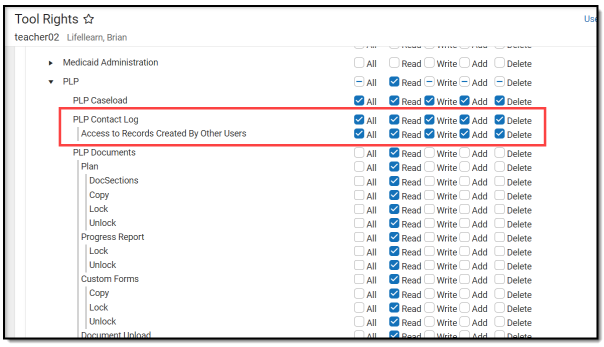
Contact Log Tool Rights Examples

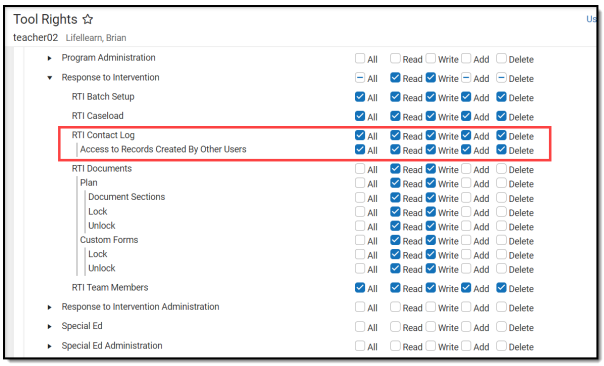
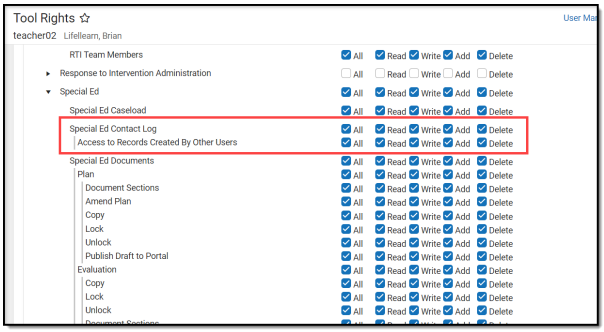
Example 1: Counselor with access and ability to manage all Contact Log Records

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:

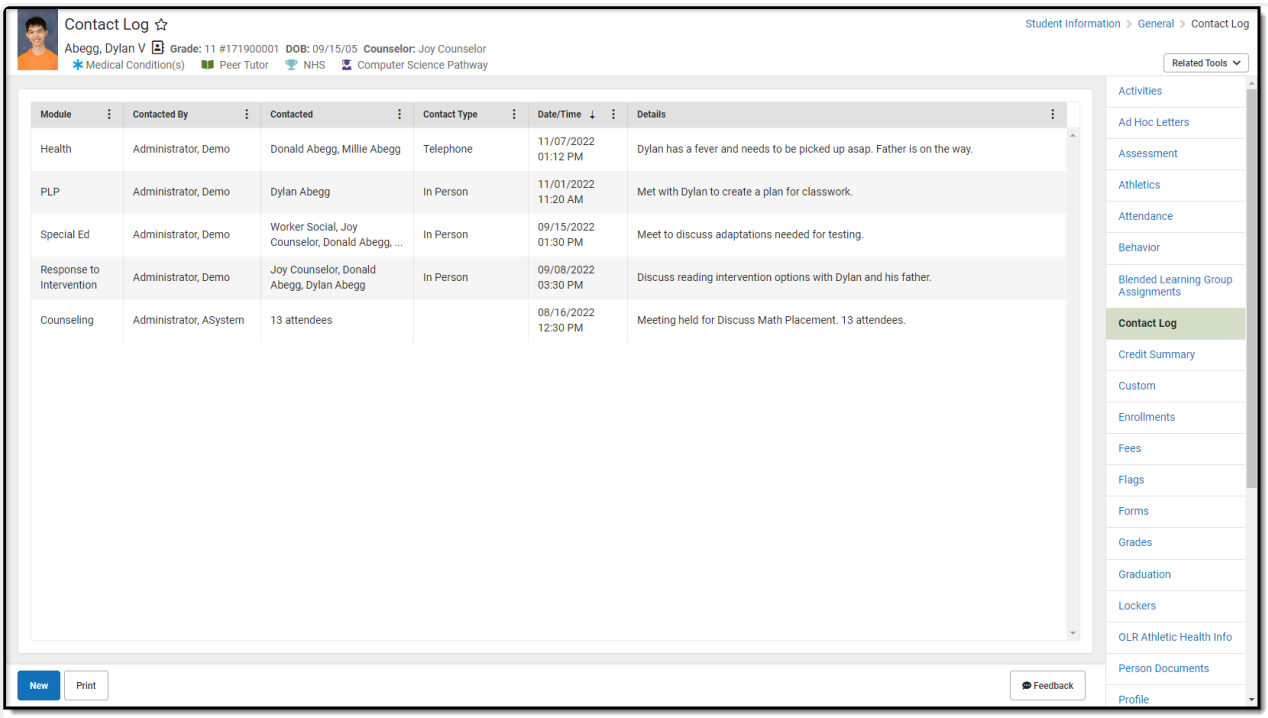
▸ Click here to expand...

Assigned Tool Rights	Example

Assigned Tool Rights	Example
Rights to Contact Log (Student Information > General > Contact Log) set to All.	
RWAD rights Counseling Contact Log and Access to Records Created by Other Users (Student Information > Counseling > Counseling Contact Log)	
RWAD rights to Health Contact Log and Access to Records Created by Other Users (Student Information > Health > Health Contact Log)	
RWAD rights to PLP Contact Log and Access to Records Created by Other Users (Student Information > PLP > PLP Contact Log)	

Assigned Tool Rights	Example
RWAD rights to RTI Contact Log and Access to Records Created by Other Users (Student Information > Response to Intervention > RTI Contact Log)	
RWAD rights to Special Ed Contact Log and Access to Records Created by Other Users (Student Information > Special Ed > Special Ed Contact Log)	

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.

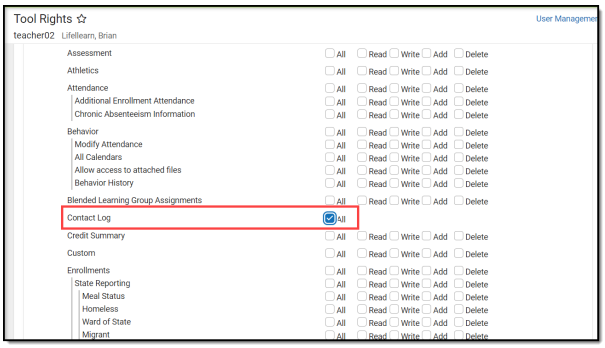
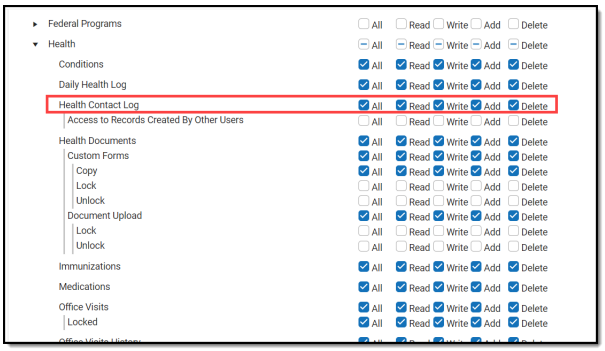
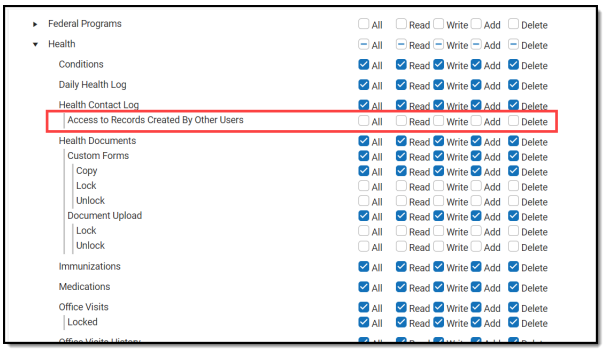


Counselor with access to all Contact Logs

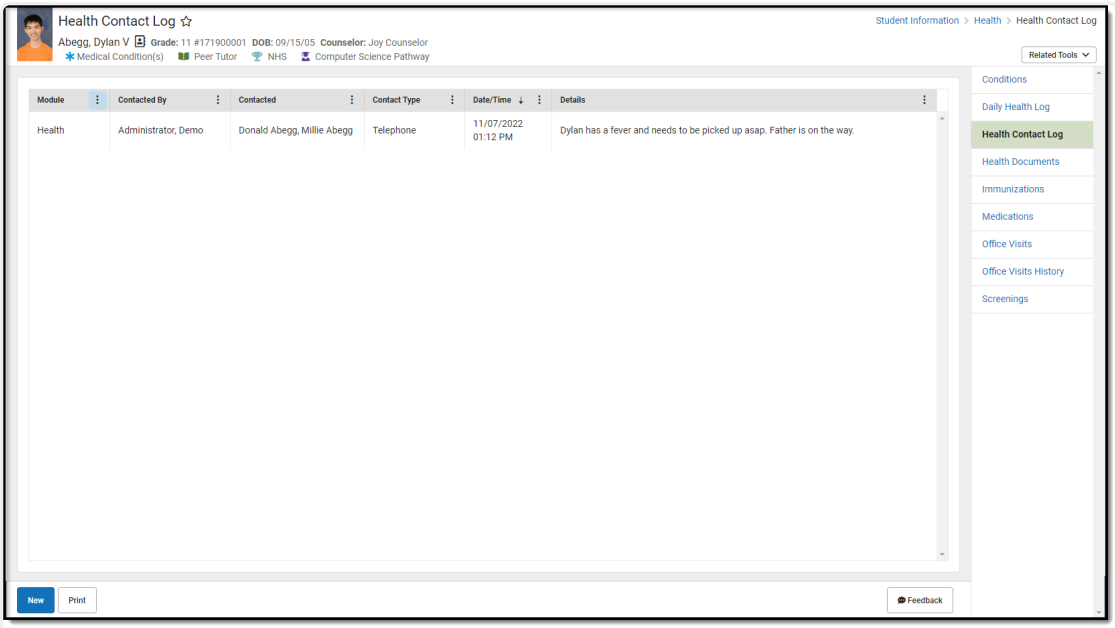
Example 2. Health Office Staff with access to Health Contact Logs Only

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.	
RWAD rights to Health Contact Log (Student Information > Health > Health Contact Log)	
No rights to Access to Records Created by Other Users	

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.

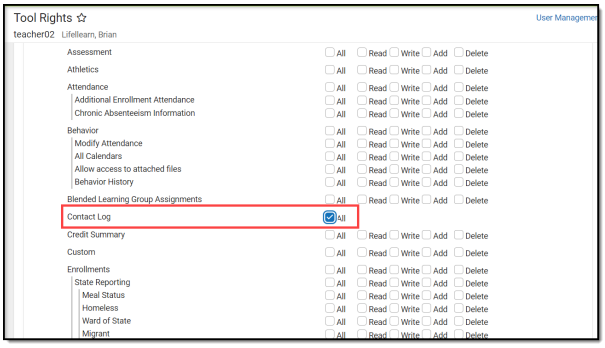


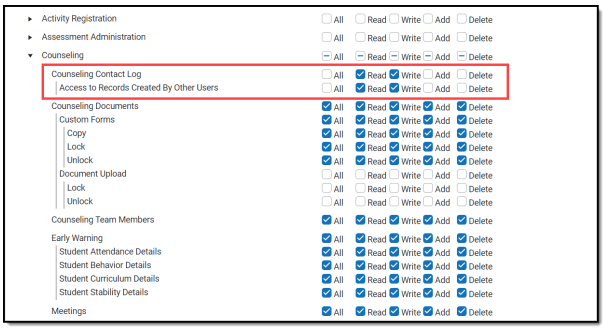
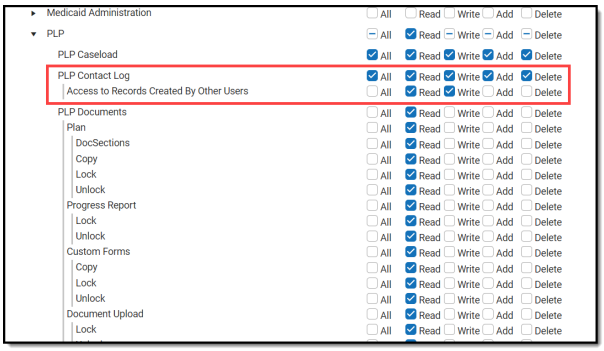
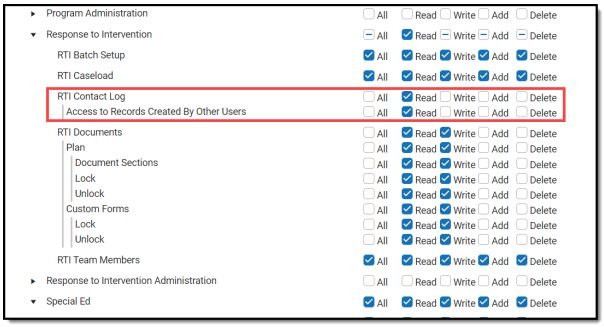
Health Office Staff with Access to Health Contact Logs

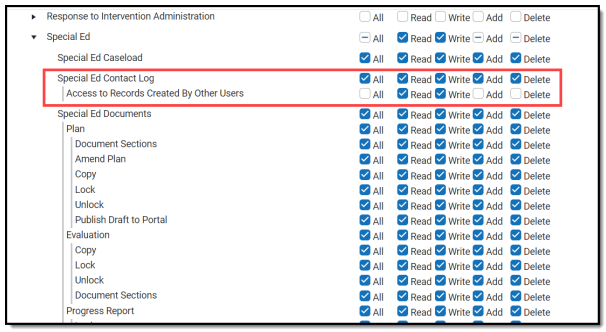
Example 3. Special Education Team Member with access to other Learning Plan, Counseling and RTI

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:

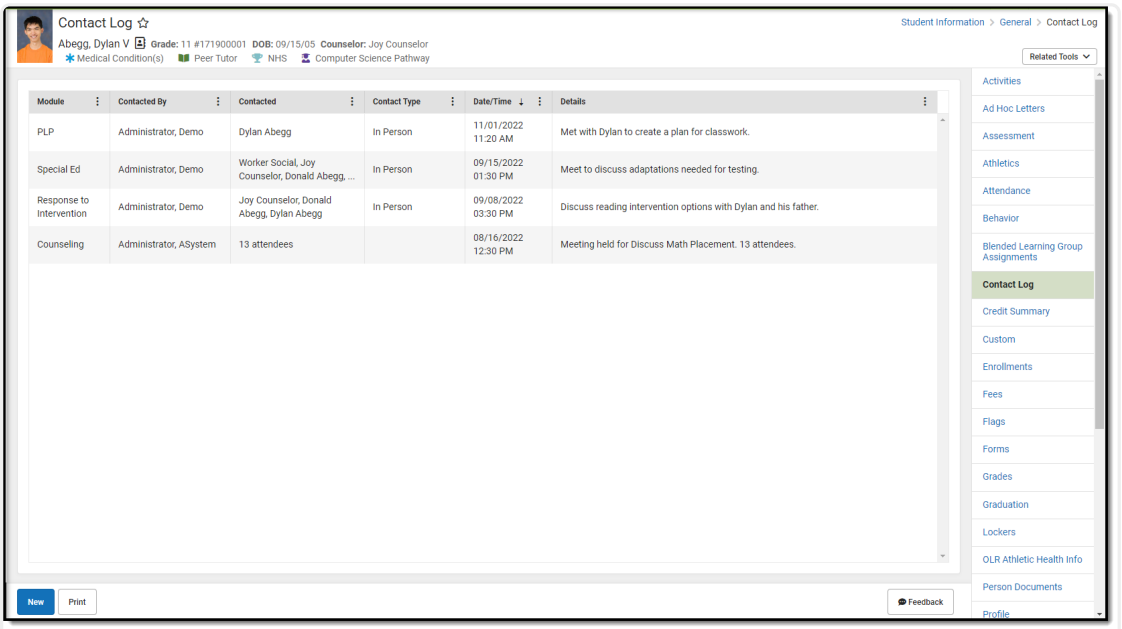
▸ Click here to expand...

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

Assigned Tool Rights	Example
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	
No access to Health Contact Log	
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	
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	

Assigned Tool Rights	Example
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	

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.



Special Education Team Member with Access to PLP, Special Education, Counseling and RTI Logs

Suggested User Groups

As outlined in **Contact Log Tool Rights Examples**, the need for access to various contact logs within Campus will vary by staff role. Grant rights accordingly.

- Counselors
- Front Office Staff
- Health Office
- Special Ed Administrators

See User Groups and Suggested Roles for more information.