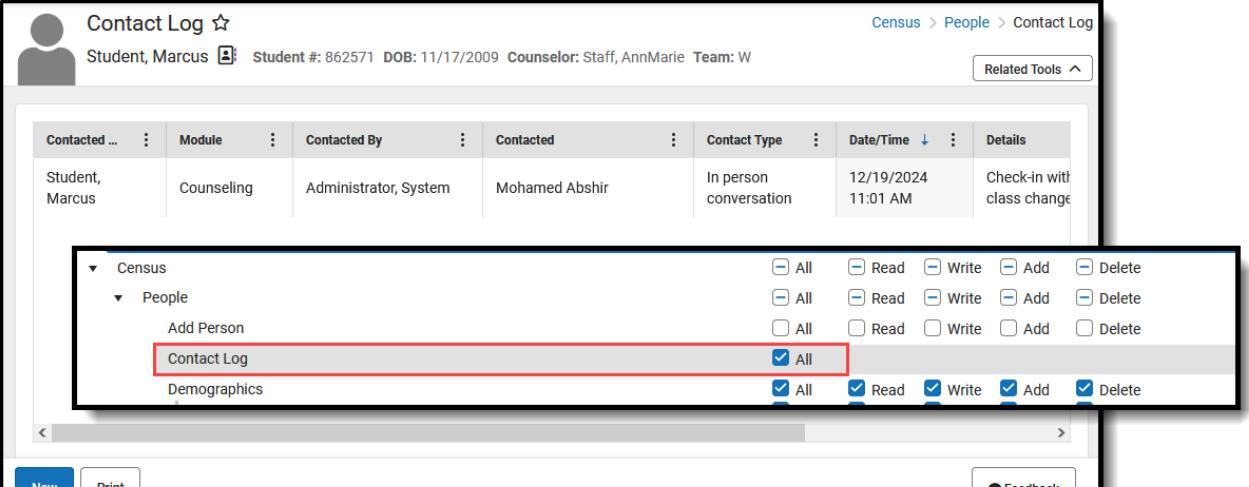


# Contact Log Tool Rights

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.



The screenshot shows the 'Contact Log' page with a list of contact logs for student Marcus. Below the list is a 'Tool Rights' configuration section for the 'Contact Log' tool. The 'Contact Log' tool rights are set to 'All' for Read, Write, Add, and Delete. The 'Contact Log' tool rights for the 'Census > People' module are also set to 'All' for Read, Write, Add, and Delete.

Tool	Read	Write	Add	Delete
Contact Log	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Census > People	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**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.

<div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> <div style="flex: 1;"> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">Census</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">People</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">Add Person</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">Contact Log</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">Demographics</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 15%;">All</div> <div style="width: 15%;">Read</div> <div style="width: 15%;">Write</div> <div style="width: 15%;">Add</div> <div style="width: 15%;">Delete</div> </div> </div> </div>
<div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 15%;">All</div> <div style="width: 15%;">Read</div> <div style="width: 15%;">Write</div> <div style="width: 15%;">Add</div> <div style="width: 15%;">Delete</div> </div> </div>
<div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 15%;">All</div> <div style="width: 15%;">Read</div> <div style="width: 15%;">Write</div> <div style="width: 15%;">Add</div> <div style="width: 15%;">Delete</div> </div> </div>

*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**

<div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> <div style="flex: 1;"> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">Special Ed</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">Special Ed Caseload</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">Special Ed Contact Log</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">Access to Records Created By Other Users</div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">Special Ed Documents</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 15%;">All</div> <div style="width: 15%;">Read</div> <div style="width: 15%;">Write</div> <div style="width: 15%;">Add</div> <div style="width: 15%;">Delete</div> </div> </div> </div>
<div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 15%;">All</div> <div style="width: 15%;">Read</div> <div style="width: 15%;">Write</div> <div style="width: 15%;">Add</div> <div style="width: 15%;">Delete</div> </div> </div>
<div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 15%;">All</div> <div style="width: 15%;">Read</div> <div style="width: 15%;">Write</div> <div style="width: 15%;">Add</div> <div style="width: 15%;">Delete</div> </div> </div>

*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
<b>Contact Log</b>	Displays the Contact Log tool.	N/A	N/A	N/A
<b>Counseling Contact Log</b>	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.
<b>Access to Records Created by Other Users</b>	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.
<b>Health Contact Log</b>	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.
<b>Access to Records Created by Other Users</b>	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.
<b>PLP Contact Log</b>	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.
<b>Access to Records Created by Other Users</b>	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
<b>RTI Contact Log</b>	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.
<b>Access to Records Created by Other Users</b>	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.
<b>Special Ed Contact Log</b>	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.
<b>Access to Records Created by Other Users</b>	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

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

## Example

Tool Rights  teacher02 Lifeline, Brian

User Management

Assessment	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Athletics	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Attendance	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Additional Enrollment Attendance	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Chronic Absenteeism Information	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Behavior	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Modify Attendance	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
All Calendars	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
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
Behavior History	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Blended Learning Group Assignments	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Contact Log	<input checked="" type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Credit Summary	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Custom	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Enrollments	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
State Reporting	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Migrant	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Homeless	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Ward of State	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Migrant	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete

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

Tool Rights  teacher02 Lifeline, Brian

User Management

► Academic Planning	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
► Activity Registration	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
► Assessments Administration	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
► Counseling	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Counseling Contact Log	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
Access to Records Created By Other Users	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
Counseling Documents	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
Custom Forms	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
Copy	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
Lock	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
Unlock	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
Document Upload	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
Lock	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
Unlock	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
Counseling Team Members	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
Early Warning	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
Student Attendance Details	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
Student Behavior Details	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
Student Curriculum Details	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
Student Stability Details	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete

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

Tool Rights  teacher02 Lifeline, Brian

User Management

► Federal Programs	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
► Health	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Conditions	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
Daily Health Log	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
Health Contact Log	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
Access to Records Created By Other Users	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
Health Documents	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
Custom Forms	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
Copy	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
Lock	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
Unlock	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
Document Upload	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
Lock	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
Unlock	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
Immunizations	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
Medications	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
Office Visits	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
Locked	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete

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

Tool Rights  teacher02 Lifeline, Brian

User Management

► Medicaid Administration	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
► PLP	<input type="checkbox"/> All <input checked="" type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
PLP Caseload	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
PLP Contact Log	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
Access to Records Created By Other Users	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
PLP Documents	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
Plan	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
DocSections	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
Copy	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
Lock	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
Unlock	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
Progress Report	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
Lock	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
Unlock	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
Custom Forms	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
Copy	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
Lock	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
Unlock	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
Document Upload	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete

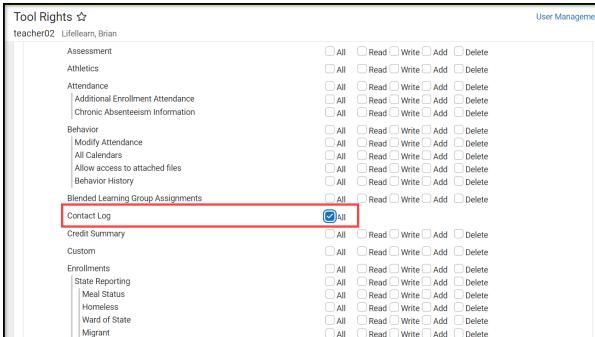
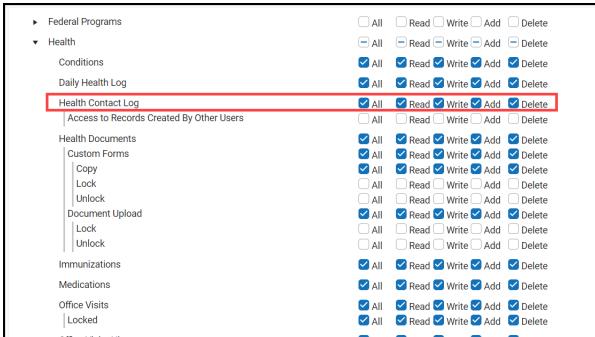
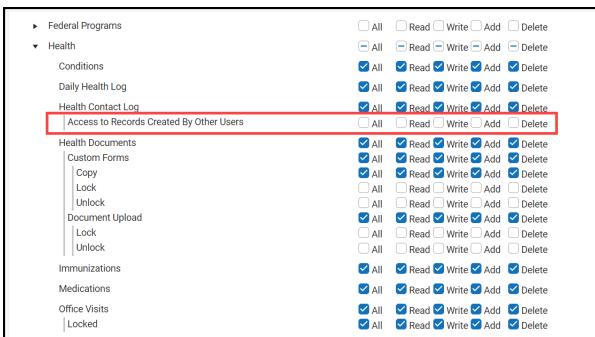
This counselor is able to view every contact log record for the student, whether entered by that person or someone else. They are also able to modify existing contact log records entered by other staff and add new records for any contact log module, and delete contact log records. Any Contact Log module can be used to enter new records.

*Counselor with access to all Contact Logs*

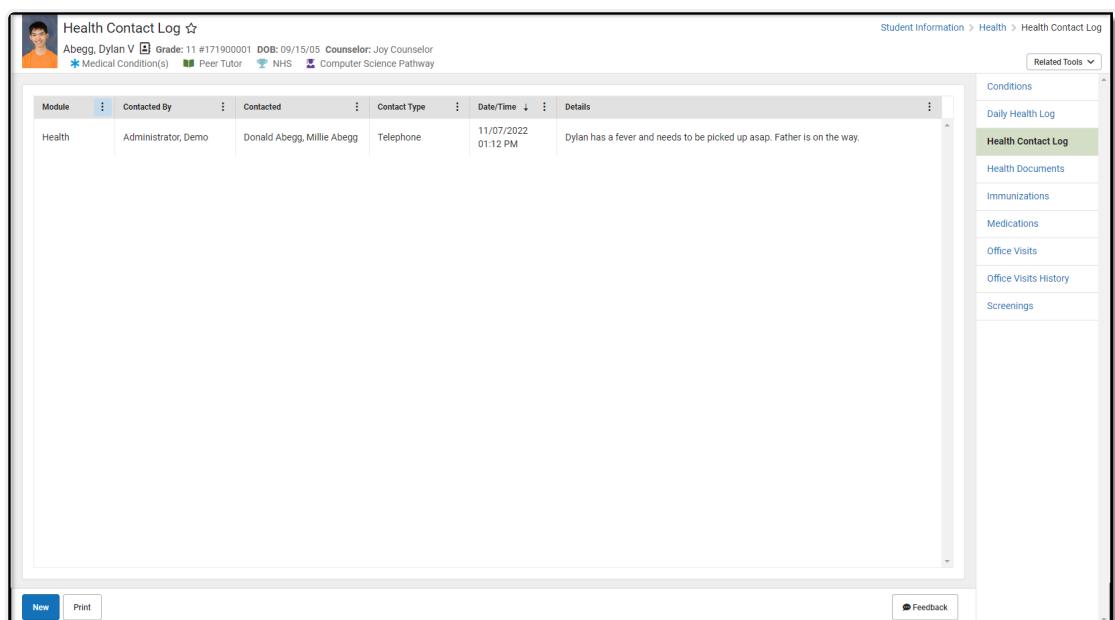
## Example 2. Health Office Staff with access to Health Contact Logs Only

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
<p>Rights to Contact Log (Student Information &gt; General &gt; Contact Log) set to All.</p>	
<p>RWAD rights to Health Contact Log (Student Information &gt; Health &gt; Health Contact Log)</p>	
<p>No rights to Access to 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																																								
Rights to Contact Log (Student Information > General > Contact Log) set to All.	<p>Tool Rights ☆ teacher02 Lifeline, Brian</p> <p>User Management</p> <table border="1"> <tbody> <tr> <td>Assessment</td> <td><input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete</td> </tr> <tr> <td>Athletics</td> <td><input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete</td> </tr> <tr> <td>Attendance</td> <td><input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete</td> </tr> <tr> <td>    Additional Enrollment Attendance</td> <td><input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete</td> </tr> <tr> <td>    Chronic Absenteeism Information</td> <td><input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete</td> </tr> <tr> <td>Behavior</td> <td><input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete</td> </tr> <tr> <td>    Modify Attendance</td> <td><input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete</td> </tr> <tr> <td>    All Calendars</td> <td><input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete</td> </tr> <tr> <td>    Allow access to attached files</td> <td><input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete</td> </tr> <tr> <td>    Behavior History</td> <td><input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete</td> </tr> <tr> <td>Blended Learning Group Assignments</td> <td><input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete</td> </tr> <tr> <td>Contact Log</td> <td><input checked="" type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete</td> </tr> <tr> <td>Credit Summary</td> <td><input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete</td> </tr> <tr> <td>Custom</td> <td><input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete</td> </tr> <tr> <td>Enrollments</td> <td><input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete</td> </tr> <tr> <td>    State Reporting</td> <td><input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete</td> </tr> <tr> <td>    Meal Status</td> <td><input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete</td> </tr> <tr> <td>    Homeless</td> <td><input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete</td> </tr> <tr> <td>    Ward of State</td> <td><input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete</td> </tr> <tr> <td>    Migrant</td> <td><input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete</td> </tr> </tbody> </table>	Assessment	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete	Athletics	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete	Attendance	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete	Additional Enrollment Attendance	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete	Chronic Absenteeism Information	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete	Behavior	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete	Modify Attendance	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete	All Calendars	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete	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	Behavior History	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete	Blended Learning Group Assignments	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete	Contact Log	<input checked="" type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete	Credit Summary	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete	Custom	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete	Enrollments	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete	State Reporting	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete	Meal Status	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete	Homeless	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete	Ward of State	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete	Migrant	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Assessment	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete																																								
Athletics	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete																																								
Attendance	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete																																								
Additional Enrollment Attendance	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete																																								
Chronic Absenteeism Information	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete																																								
Behavior	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete																																								
Modify Attendance	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete																																								
All Calendars	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete																																								
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																																								
Behavior History	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete																																								
Blended Learning Group Assignments	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete																																								
Contact Log	<input checked="" type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete																																								
Credit Summary	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete																																								
Custom	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete																																								
Enrollments	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete																																								
State Reporting	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete																																								
Meal Status	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete																																								
Homeless	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete																																								
Ward of State	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete																																								
Migrant	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete																																								

## Assigned Tool Rights

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

## Example

► Activity Registration	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
► Assessment Administration	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
▼ Counseling	<input checked="" type="checkbox"/> All <input type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
Counseling Contact Log	<input type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
Access to Records Created By Other Users	<input type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input type="checkbox"/> Delete
Counseling Documents	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
Custom Forms	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
Copy	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
Lock	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
Unlock	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
Document Upload	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Lock	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Unlock	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Counseling Team Members	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
Early Warning	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
Student Attendance Details	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
Student Behavior Details	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
Student Curriculum Details	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
Student Stability Details	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
Meetings	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete

No access to Health Contact Log

► Federal Programs	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
▼ Health	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Conditions	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Daily Health Log	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Health Contact Log	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Access to Records Created By Other Users	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Health Documents	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Custom Forms	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Copy	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Lock	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Unlock	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Document Upload	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Lock	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Unlock	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Immunizations	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Medications	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Office Visits	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Locked	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete

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	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
▼ PLP	<input type="checkbox"/> All <input checked="" type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
PLP Caseload	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
PLP Contact Log	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
Access to Records Created By Other Users	<input type="checkbox"/> All <input checked="" type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
PLP Documents	<input type="checkbox"/> All <input checked="" type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Plan	<input type="checkbox"/> All <input checked="" type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
DocSections	<input type="checkbox"/> All <input checked="" type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Copy	<input type="checkbox"/> All <input checked="" type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Lock	<input type="checkbox"/> All <input checked="" type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Unlock	<input type="checkbox"/> All <input checked="" type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Progress Report	<input type="checkbox"/> All <input checked="" type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Lock	<input type="checkbox"/> All <input checked="" type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Unlock	<input type="checkbox"/> All <input checked="" type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Custom Forms	<input type="checkbox"/> All <input checked="" type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Copy	<input type="checkbox"/> All <input checked="" type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Lock	<input type="checkbox"/> All <input checked="" type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Unlock	<input type="checkbox"/> All <input checked="" type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Document Upload	<input type="checkbox"/> All <input checked="" type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Lock	<input type="checkbox"/> All <input checked="" type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete

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	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
▼ Response to Intervention	<input type="checkbox"/> All <input checked="" type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
RTI Batch Setup	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
RTI Caseload	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
RTI Contact Log	<input type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
Access to Records Created By Other Users	<input type="checkbox"/> All <input checked="" type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
RTI Documents	<input type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Plan	<input type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Document Sections	<input type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Lock	<input type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Unlock	<input type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Custom Forms	<input type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Lock	<input type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Unlock	<input type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
RTI Team Members	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
► Response to Intervention Administration	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
▼ Special Ed	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete

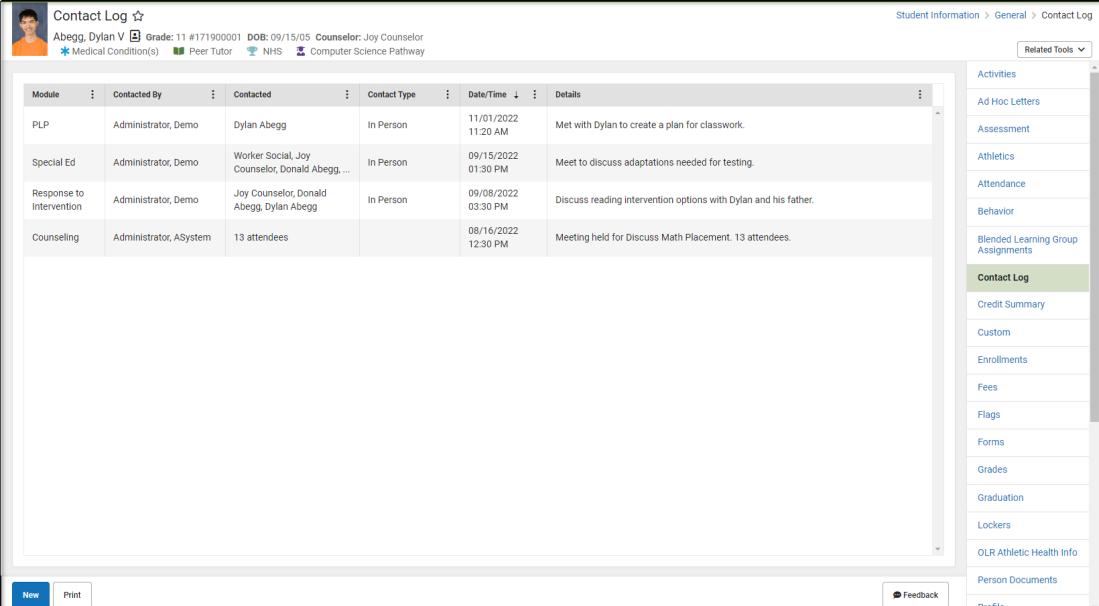
## Assigned Tool Rights

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

## Example

► Response to Intervention Administration	<input type="checkbox"/> All <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
▼ Special Ed	<input type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Special Ed Caseload	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
Special Ed Contact Log	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input checked="" type="checkbox"/> Add <input checked="" type="checkbox"/> Delete
Access to Records Created by Other Users	<input type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Special Ed Documents	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Plan	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Document Sections	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Amend Plan	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Copy	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Lock	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Unlock	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Publish Draft to Portal	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Evaluation	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Copy	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Lock	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Unlock	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Document Sections	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete
Progress Report	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Write <input type="checkbox"/> Add <input type="checkbox"/> Delete

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.



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.

New Print Feedback

Student Information > General > Contact Log

Related Tools

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

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.

