

Contact Log Tool Rights

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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.



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.

▼ Census	- All - Read - Write - Add - Delete
▼ People	All Read Write Add Delete
Add Person	All Read Write Add Delete
Contact Log	🗹 All
Demographics	🗹 All 🛛 🗹 Read 🗹 Write 🗹 Add 🗹 Delete
Contact	.og 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

 Special Ed Special 	i al Ed Caseload	- All	Read	_	Add	 Delete Delete 	
	al Ed Contact Log ess to Records Created By Other Users		✓ Read ✓ Read			✓ Delete✓ Delete✓ Delete	
Specia	al Ed Documents		Read	🗌 Write	Add	Delete	
	Contact Log Tool Bigh	ta Cubriabta					_

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.

ΤοοΙ	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.	Tool Rights \$ User Manageme teachet22 Lifeloars, Bran Assessment All Addisonal Broilment Attendance Braw Hondory Assessment Information Braw Belaxion Braw All Order Braw Addisonators Braw All Order Braw All Order Braw Behavior Behavior Behavior Beavinet Behavior Beavinet Behavior <
RWAD rights Counseling Contact Log and Access to Records Created by Other Users (Student Information > Counseling > Counseling Contact Log)	Tool Rights
RWAD rights to Health Contact Log and Access to Records Created by Other Users (Student Information > Health > Health Contact Log)	Tool Rights ① User Manageer teacher02: Lifelearn, Brian • Federal Programs All • Health All Conditions All Daily Health Log All Health All Conditions All Health All Conditions All Health Contact Log All Access to Records Created By Other Users All Cable to Brows All Custon Forms All Custon Forms All Lock All Ublock All Document Uploid All Lock All Ublock All Read Write Add Document Uploid All All Read Write Lock All Write Add Deleter Ublock Ublock All Read Write Add Deleter Ublock Ublock All Read Write Add
RWAD rights to PLP Contact Log and Access to Records Created by Other Users (Student Information > PLP > PLP Contact Log)	Tool Rights ☆ Us teacher02 Lifeleen, Bian • Medical Administration III • Medical Administration III • PLP IIII • PLP IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII





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.

* Medica	Condition(s)	Tutor 🍷 NHS 📲 Compute	r Science Pathway				Related Tool
							Activities
Module	Contacted By	Contacted	Contact Type	Date/Time ↓	Details	:	Ad Hoc Letters
Health	Administrator, Demo	Donald Abegg, Millie Abegg	Telephone	11/07/2022 01:12 PM	Dylan has a fever and needs to be picked up asap. Father is on the way.	*	Assessment
PLP	Administrator, Demo	Dylan Abegg	In Person	11/01/2022 11:20 AM	Met with Dylan to create a plan for classwork.		Athletics
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.		Attendance Behavior
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.		Blended Learning Grou
Counseling	Administrator, ASystem	13 attendees		08/16/2022 12:30 PM	Meeting held for Discuss Math Placement. 13 attendees.		Contact Log
							Credit Summary
							Custom
							Enrollments
							Fees
							Flags
							Forms
							Grades
							Graduation
							Lockers
							OLR Athletic Health In
u Deint						Feedback	Person Documents
w Print						Peedback	Profile



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

A counselor who is responsible for managing student interaction with the health office may have the following rights to Contact Log:

Click here to expand...

Assigned Tool Rights	Example	
Rights to Contact Log (Student Information >	Tool Rights ☆	User Manager
	teacher02 Lifellearn, Brian	
General > Contact Log) set to All.	Assessment	All Read Write Add Delete
5,	Athletics	All Read Write Add Delete
	Attendance Additional Enrollment Attendance	All Read Write Add Delete
	Chronic Absenteeism Information	All Read Write Add Delete
	Behavior	All Read Write Add Delete
	Modify Attendance	All Read Write Add Delete
	All Calendars Allow access to attached files	All Read Write Add Delete
	Behavior History	All Read Write Add Delete
	Blended Learning Group Assignments	All Read Write Add Delete
	Contact Log	
	Credit Summary	All Read Write Add Delete
	Custom	All Read Write Add Delete
	Enrollments	All Read Write Add Delete
	State Reporting Meal Status	All Read Write Add Delete
	Homeless	All Read Write Add Delete
	Ward of State Migrant	All Read Write Add Delete
	Migrant	All Read Write Add Delete
RWAD rights to Health Contact Log (Student	Eederal Programs	All Read Write Add Delete
	✓ Health	All Read Write Add Delete
nformation > Health > Health Contact Log)		
	Conditions	All Read Write Add Delete
	Daily Health Log	🗹 All 🛛 🗹 Read 🗹 Write 🗹 Add 🗹 Delete
	Health Contact Log	🗹 All 🛛 🗹 Read 🗹 Write 🗹 Add 🗹 Delete
	Access to Records Created By Other Users	All Read Write Add Delete
	Health Documents	🗹 All 🛛 🗹 Read 🗹 Write 🗹 Add 🗹 Delete
	Custom Forms	 ✓ All ✓ Read ✓ Write ✓ Add ✓ Delete ✓ All ✓ Read ✓ Write ✓ Add ✓ Delete
	Lock	All Read Write Add Delete
	Unlock	All Read Write Add Delete
	Document Upload	🗹 All 🛛 🗹 Read 🗹 Write 🗹 Add 🗹 Delete
	Lock	All Read Write Add Delete
	Unlock	All Read Write Add Delete
	Immunizations	🗹 All 🛛 🗹 Read 🗹 Write 🗹 Add 🗹 Delete
	Medications	🗹 All 🛛 🗹 Read 🗹 Write 🗹 Add 🔽 Delete
	Office Visits	🗹 All 🛛 🗹 Read 🗹 Write 🗹 Add 🗹 Delete
	Locked	🗹 All 🛛 🔽 Read 🗹 Write 🗹 Add 🔽 Delete
	Office Vioite History	
lo rights to Access to Records Created by	 Federal Programs 	
	 Federal Programs Health 	All Read Write Add Delete
other Users		
	Conditions	All Read Write Add Delete
	Daily Health Log	🗹 All 🛛 🗹 Read 🗹 Write 🗹 Add 🗹 Delete
	Health Contact Log	🗹 All 🛛 Read 🗹 Write 🗹 Add 🗹 Delete
	Access to Records Created By Other Users	All Read Write Add Delete
	Health Documents	🗹 All 🛛 🗹 Read 🗹 Write 🗹 Add 🗹 Delete
	Custom Forms	All Read Write Add Delete
	Copy Lock	✓ All ✓ Read ✓ Write ✓ Add ✓ Delete All Read ✓ Write ✓ Add ✓ Delete
	Unlock	All Read Write Add Delete
	Document Upload	✓ All ✓ Read ✓ Write ✓ Add ✓ Delete
	Lock	All Read Write Add Delete
	Unlock	All Read Write Add Delete
	Immunizations	🗹 All 🛛 🗹 Read 🗹 Write 🗹 Add 🗹 Delete
	Medications	🗹 All 🛛 🗹 Read 🗹 Write 🗹 Add 🗹 Delete
	Office Visits	All 🛛 Read 🗹 Write 🗹 Add 🔽 Delete
	Locked	🗹 All 🛛 🗹 Read 🗹 Write 🗹 Add 🗹 Delete

This staff person has the ability to record only Health related Contact Log records and see previous contact logs entered by that staff person only. They can navigate to Student Information > General > Contact Log or to Student Information > Health > Health Contact Log to enter new records.

ical Condition(s) 🛛 💵 Pee		r: Joy Counselor				
	er Tutor 🍷 NHS 🙎 Computer	Science Pathway				Related Tools
Contacted By	: Contacted :	Contact Type	Date/Time	Details	:	Conditions
					•	Daily Health Log
Administrator, Demo	Donald Abegg, Millie Abegg	Telephone	01:12 PM	Dylan has a fever and needs to be picked up asap. Father is on the way.		Health Contact Log
						Health Documents
						Immunizations
						Medications
						Office Visits
						Office Visits History
						Screenings
					Feedback	
	Contacted By Administrator, Demo			Administrator Dama Danald Alega Millio Alega Talaphana 11/07/2022	Administrater Dama Danold Abara Millio Abara Telephana 11/07/2022 Duta has a feuer and pools to be pieled up apap Entrer is an the upper	Administrator, Demo Donald Abegg, Millie Abegg Telephone 11/07/2022 Dylan has a fever and needs to be picked up asap. Father is on the way.

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...

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Assigned Tool Rights	Example
Rights to Contact Log (Student Information > General > Contact Log) set to All.	Tool Rights \$ User Managem teachet02 Lifelearn, Brian Assessment All Read Write Add Dekete Atherics All Read Write Add Dekete Dekete Additional Enrollment Attendance All Read Write Add Dekete Dekete Additional Enrollment Attendance All Read Write Add Dekete Dekete Additional Enrollment Attendance All Read Write Add Dekete Dekete Behavior All Read Write Add Dekete Dekete Additional Komaco All Read Write Add Dekete Dekete Behavior All Read Write Add Dekete Dekete Advalands tablex All Read Write Add Dekete Dekete Advalands tablex All Read Write Add Dekete Dekete Behavior All Read Write Add Dekete Dekete Contom All Read Write Add Dekete Dekete Contom All Read Write Add Dekete Dekete State Reporting All Read Write Add Dekete Dekete State Reporting All Read Write Add Dekete Dekete Write Add Dekete All Read Write Add Dekete Dekete Write Add Dekete All Read Write Add Dekete Dekete
RW rights to Counseling Contact Log (Student Information > Counseling > Counseling Contact Log and RW rights to Access to Records Created by Other Users for Counseling	Activity Registration Assessment Aministration Astassessment Aministration Astassment



Assigned Tool Rights	Example
No access to Health Contact Log	• Federal Programs All Read Write Add Delete • Health All Read Write Add Delete Daily Health Log All Read Write Add Delete Health All Read Write Add Delete Health Contact Log All Read Write Add Delete Health Contact Log All Read Write Add Delete Cocorditions All Read Write Add Delete Cocorditions All Read Write Add Delete Cocorditions All Read Write Add Delete Lock All Read Write Add Delete Lock All Read Write Add Delete Incok All Read Write Add Delete Lock All Read Write Add Delete Incok All Read Write <td< th=""></td<>
RWAD rights to PLP Contact Log (Student Information > PLP > PLP Contact Log) and RW rights to Access to Records Created by Other Users for PLP	> Medicaid Administration All Read Write Add Delete PLP All © Read Write Add Delete PLP Coseload © All © Read Write Add Delete PLP Costact Log © All © Read Write Add Delete PLP Costact Log © All © Read Write Add Delete PLP Documents All © Read Write Add Delete Plan All © Read Write Add Delete Copy All © Read Write Add Delete Lock All © Read Write Add Delete Unlock All © Read Write Add Delete Lock All © Read Write Add Del
R rights to RTI Contact Log Student Information > Response to Intervention > RTI Contact Log) and R right to Access Records Created by Other Users for RTI	> Program Administration All Read Write Add Delete Response to Intervention All Read Write Add Delete RTI Bach Setup Status Read Write Add Delete RTI Contact Log All Stead Write Add Delete RTI Contact Log All Stead Write Add Delete RTI Documents All Stead Write Add Delete RTI Documents All Stead Write Add Delete Lock All Stead Write Add
RWAD rights to Special Education Contact Log (Student Information > Special Ed > Special Ed Contact Log) and RW rights to Access to Records Created by Other Users for Special Education	Response to Intervention Administration All Read Write Add Delete Special Ed Special Ed Caseload All Read Write Add Delete Special Ed Caseload All Read Write Add Delete Special Ed Contact Log Access to Records Created By Other Users All Read Write Add Delete Special Ed Documents Plan Document Sections All Read Write Add Delete Add Delete Add Delete Add Delete Plan Document Sections All Read Write Add Delete Ident Add D

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.

		Log ☆ an V 🛋 Grade: 11 #17190	0001 DOB: 09/15/05 Counselor	: Joy Counselor					
			tor 🝷 NHS 📱 Computer S						Related Too
Module	;	Contacted By	Contacted :	Contact Type	;	Date/Time ↓ :	Detaits	:	Activities
	•		•		•	11/01/2022		•	Ad Hoc Letters
PLP		Administrator, Demo	Dylan Abegg	In Person		11:20 AM	Met with Dylan to create a plan for classwork.		Assessment
Special Ed		Administrator, Demo	Worker Social, Joy Counselor, Donald Abegg,	In Person		09/15/2022 01:30 PM	Meet to discuss adaptations needed for testing.		Athletics
Response t	0	Administrator, Demo	Joy Counselor, Donald	In Person		09/08/2022	Discuss reading intervention options with Dylan and his father.		Attendance
Intervention	n	Administrator, Demo	Abegg, Dylan Abegg	in Person		03:30 PM	Discuss reading intervention options with bytan and his father.		Behavior
Counseling		Administrator, ASystem	13 attendees			08/16/2022 12:30 PM	Meeting held for Discuss Math Placement, 13 attendees.		Blended Learning Gro Assignments
									Contact Log
									Credit Summary
									Custom
									Enrollments
									Fees
									Flags
									Forms
									Grades
									Graduation
									Lockers
								Ψ	OLR Athletic Health In
									Person Documents
w Prin	t							Peedback	Profile

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