

Contact Log Tool Rights

Last Modified on 03/05/2025 9:15 am CST

School personnel use **Contact Logs** to capture instances of communication regarding a student. This communication can be with the student, their guardians, or others.

Contact Logs exist in multiple places in Campus. Access to the Student Information > General > Contact Log tool is useful for users who need to work with multiple types of Contact Logs, as it provides a way to work with all the Contact Logs they have access to in one centralized place.

These are the Contact Log tools currently available in Campus:

- Student Information > General > Contact Log
- Census > People > Contact Log
- Attendance Office > Student Attendance > Attendance Contact Log
- Student Information > Health > Health Contact Log
- Student Information > PLP > PLP Contact Log
- Student Information > Counseling > Counseling Contact Log
- Student Information > Response to Intervention > RTI Contact Log
- Student Information > Speial Ed > Special Ed Contact Log

See the [Contact Log](#) article to learn more about how this tool is used.

Contact Log ☆

Abegg, Dylan V Student #: 171900001 Grade: 11 DOB: 09/15/2007 Counselor: Joy Counselor

Medical Condition(s) HS Graduation Custody Restriction Peer Tutor NHS 504 Student

All On-Site

Student Information > General > Contact Log

Related Tools ^

Contacted ...	Module	Contacted By	Contacted	Contact Type	Date/Time ↓	Details
Abegg, Dylan	Health	Administrator, Demo	Donald Abegg	Telephone	02/17/2025 01:07 PM	I called dad to let him know that Dylan was not feeling very well and that I recommended he goes home. Donald is on his way to pick Dylan up.
Abegg, Dylan	Attendance	Administrator, Demo	Donald Abegg	Telephone	02/17/2025 09:40 AM	Called Dad, Dylan has had some unexcused attendance and is at risk of a truancy citation.
Abegg, Dylan	Counseling	Administrator, Demo	Donald Abegg, Millie Abegg, Maria Ruger	email	02/17/2025 09:39 AM	Emailed guardians with an update to Dylan's schedule for next year.
Abegg, Dylan	Counseling	Administrator, System	Recipients hidden, 13 attendees		08/13/2024 12:30 PM	Meeting held for Discuss Math Placement. 13 attendees.
Abegg, Dylan	Special Ed	Administrator, Demo	Worker Social, Joy Counselor, Maria Ruger, ...	In Person	07/31/2024 12:49 PM	Celebrated Dylan's progress towards IEP goals
Abegg, Dylan	Special Ed	Administrator, Demo	Donald Abegg	Telephone	07/17/2024 12:50 PM	Talked to Donald about post-secondary plans for Dylan and additional services offered through our Bridges program.

New Print

Feedback

Student Information > General > Contact Log

Contact Logs exist in multiple places in Campus. Access to this tool is useful for users who need to work with multiple types of Contact Logs, as it provides a way to work with all the Contact Logs they have access to in one centralized place.

There are two levels of rights that must be granted for staff to make use of the Contact Log:

- There is no RWAD option for Contact Log in Student Information > General > Contact Log or Census > People > Contact Log. Select the **All** box to grant rights to view the tool.
- Rights associated with the various Contact Logs found throughout Campus are granted separately.

Available Tool Rights

There is no **RWAD** option for Contact Log in Student Information > General > Contact Log. Select the **All** box to grant rights to view the tool, then assign rights to other contact logs as appropriate.

Contact Log All

*Student Information > General > Contact Log Tool
Rights*

Example: With these rights, users see other users' Counseling Contact Log entries while being able to create and manage their own.

▼ 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 type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input 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

Student Information > General > Counseling Tool Rights

Users with these Counseling rights and Contact Log (All) rights see:

The Contact Log tool, and all **Counseling** contact records. *(This student also has Health, Special Ed and Attendance records as seen in the first screen capture in this article. The user in this example does not have rights to see those records.)*

Contact Log ☆ Student Information > General > Contact Log

Abegg, Dylan V Student #: 171900001 Grade: 11 DOB: 09/15/2007 Counselor: Joy Counselor

★ Medical Condition(s)
✘ HS Graduation
👤 Custody Restriction
🟢 Peer Tutor
🏥 NHS
🎓 504 Student

[All On-Site](#) Related Tools ^

Contacted ...	Module	Contacted By	Contacted	Contact Type	Date/Time ↓	Details
Abegg, Dylan	Counseling	Testorosa, Terri	Dylan Abegg	email	03/04/2025 02:58 PM	Sent student reminder for next week's post-secondary meeting
Abegg, Dylan	Counseling	Administrator, Demo	Donald Abegg, Millie Abegg, Maria Ruger	email	02/17/2025 09:39 AM	Emailed guardians with an update to Dylan's schedule for next year.
Abegg, Dylan	Counseling	Administrator, System	Recipients hidden, 13 attendees		08/13/2024 12:30 PM	Meeting held for Discuss Math Placement. 13 attendees.

[New](#) [Print](#) [Feedback](#)

Contact Log - Counseling Only

When users select **New**, they'll be able to add a new Counseling Contact Log entry from this tool by selecting the **Module**.

Contact Log Detail

Module *
 ✕ ▼

Contact Date/Time *
 📅

Contacted * Select at least 1 contact and/or enter other contact(s)

Contact(s)
 ✕

Other Contact(s) (Limit 100 characters)

Contact Type *
 ✕ ▼

Contacted By
 Testorosa, Terri

Details: (Limit 5000 characters)

[Save](#) [Save & New](#) [Cancel](#)

Contact Log Detail

Users can select contact log records to view details. They can edit their personal entries. Other users' entries are view only, as seen here.

Contact Log Detail

Module Counseling	Contact Date/Time 02/17/2025 09:39 AM
Contacted * Select at least 1 contact and/or enter other contact(s)	Contact Type email
Contact(s) Abegg, Donald - Father (GUARDIAN) Abegg, Millie - Step Parent (GUARDIAN) Ruger, Maria - Mother (GUARDIAN) Other Contact(s) (Limit 100 characters)	
Contacted By Administrator, Demo	
<input type="button" value="Cancel"/>	

Contact Log Detail - Read Only

Suggested User Groups

Some groups may only need Read access to the information displayed in this tool.

- [Front Office](#)
- [Principal](#)

See [User Groups and Suggested Roles](#) for more information.