

Contact Log Tool Rights

Last Modified on 11/10/2025 10:04 am CST

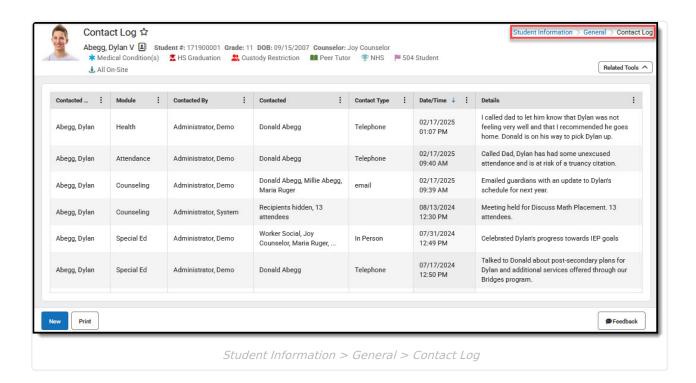
School personnel use **Contact Logs** to capture instances of communication regarding a student. This communication can be with the student, their guardians, or others.

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 <u>Contact Log</u> article to learn more about how this tool is used.





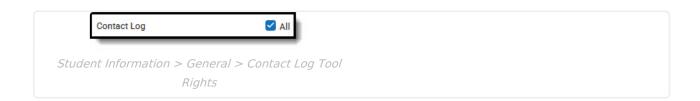
<u>Contact Logs</u> exist in multiple places in Campus. Access to this tool is useful for users who need to work with multiple types of Contact Logs, as it provides a way to work with all the Contact Logs they have access to in one centralized place.

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.



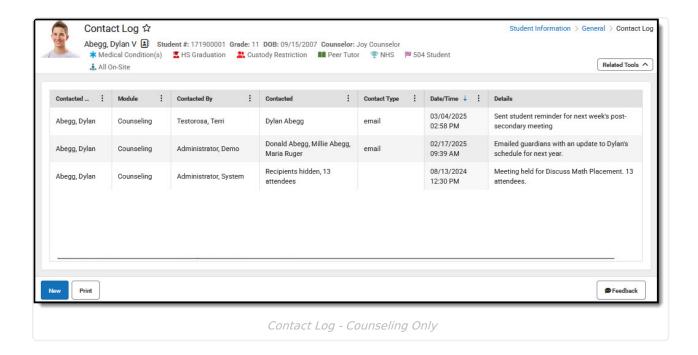
Example: With these rights, users see other users' Counseling Contact Log entries while being able to create and manage their own.



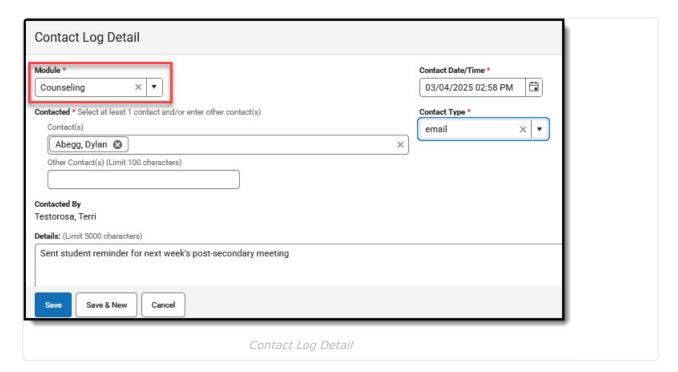
Users with these Counseling rights and Contact Log (All) rights see:

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.)





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



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





Suggested User Groups

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

- Front Office
- <u>Principal</u>

See <u>User Groups and Suggested Roles</u> for more information.