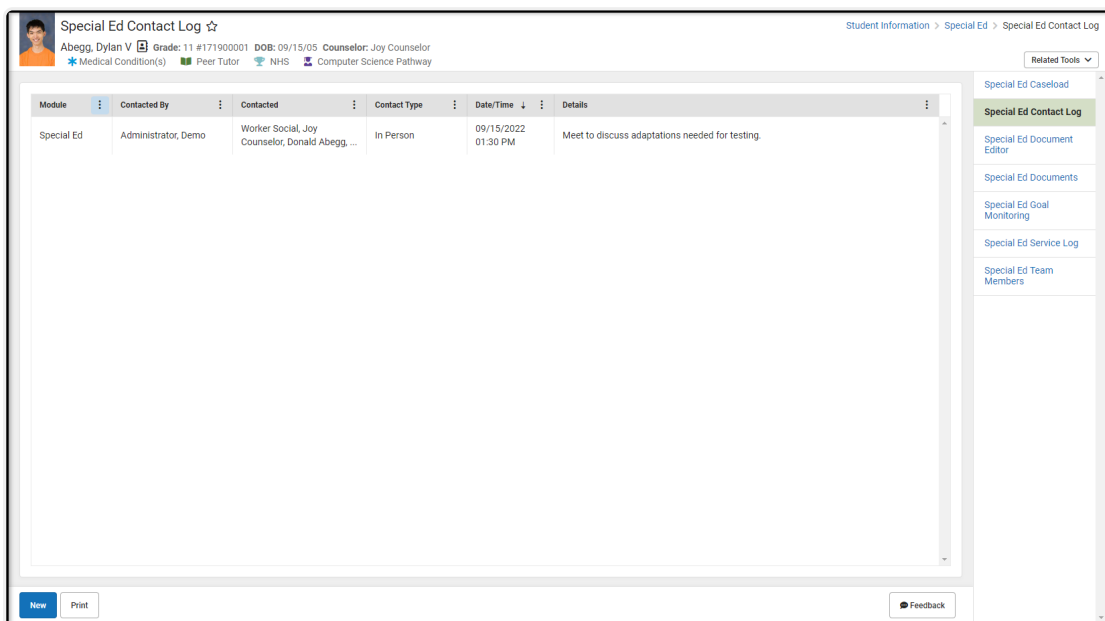# Special Ed Contact Log Tool Rights

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

Special Ed staff use the **Special Ed Contact Log** tool to record all the communications made on behalf of a student related to their IEP and services received.

> See the Special Ed Contact Log article for information on using the Contact Log tool.



*Special Ed Contact Log*

> Contact logs are maintained for students in multiple locations in Campus. There is also a Contact Log that pulls information from all these contact logs together on one screen, but users need to have appropriate tool rights to see Contact Log information that was entered in different places in Campus.

## Available Tool Rights

Subrights in *italics*.

| R | W | A | D |
|---|---|---|---|
| View a student's Special Education contact log. | Modify existing Special Education contact records. | Add a Special Education contact log entry for a student | Delete the student's special education contact log information. |

| R | W | A | D |
|---|---|---|---|
| *Access to Records Created by Other Users* | | | |
| View Contact Log records created by others. | Edit Contact Log records created by others. | N/A | Remove Contact Log records created by others. |

# Suggested User Groups

- Special Education Administrators
- Special Education Staff
- SPED Teachers

See User Groups and Suggested Roles for more information.