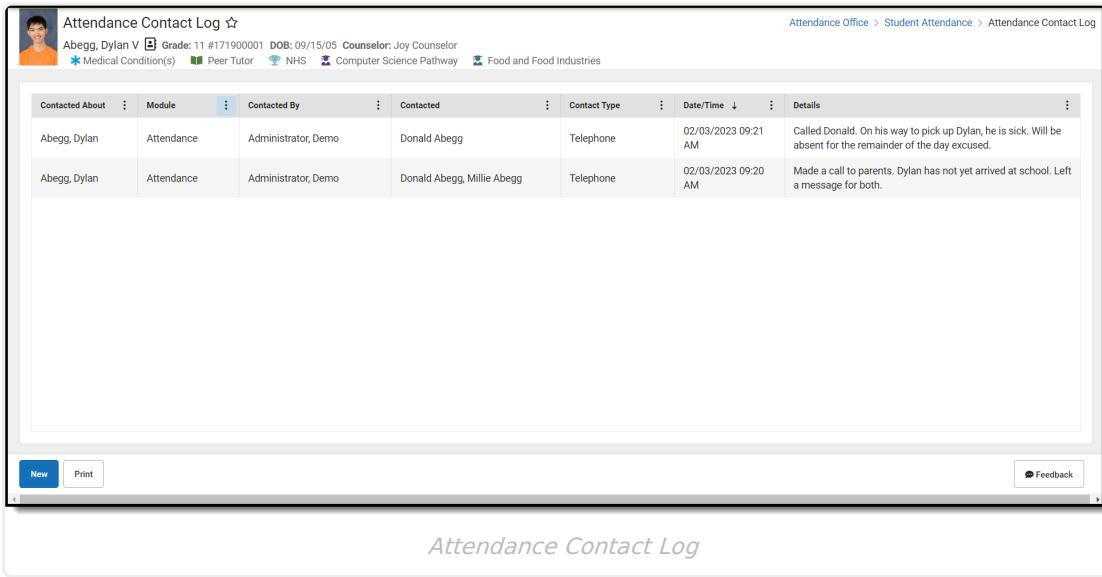


Attendance Contact Log Tool Rights

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

The Attendance Office staff use the **Attendance Contact Log** tool to record all attendance-related communications made on behalf of a student. 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 [Attendance Contact Log](#) article to learn how to use this tool.



The screenshot shows a table of contact logs for student Abegg, Dylan V. The columns are: Contacted About, Module, Contacted By, Contacted, Contact Type, Date/Time, and Details. The data is as follows:

Contacted About	Module	Contacted By	Contacted	Contact Type	Date/Time	Details
Abegg, Dylan	Attendance	Administrator, Demo	Donald Abegg	Telephone	02/03/2023 09:21 AM	Called Donald. On his way to pick up Dylan, he is sick. Will be absent for the remainder of the day excused.
Abegg, Dylan	Attendance	Administrator, Demo	Donald Abegg, Millie Abegg	Telephone	02/03/2023 09:20 AM	Made a call to parents. Dylan has not yet arrived at school. Left a message for both.

Buttons at the bottom left are 'New' and 'Print'. A 'Feedback' button is at the bottom right.

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
Access and view the Attendance Contact Log tool.	Modify existing attendance contact records.	Add an attendance contact log entry for a student.	Delete the attendance contact log information.
<i>Access to Records Created by Other Users</i>			

R	W	A	D
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

- [Attendance Clerks](#)
- [Attendance Administrators](#)

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