

Counseling Contact Log

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Classic View: Student Information > Counseling > Contact Log

Search Terms: Contact Log

The Counseling Contact Log records all instances of communication by school personnel regarding a particular student and their counseling needs. This communication can be with the student, their guardians, or others, and could include letters or email, phone calls, and face-to-face meetings.

There are several areas within Student Information that include a Contact Log tool - Counseling, Health, PLP, Response to Intervention (RTI), Special Education, plus several states that have a localized Contact Log for certain tools. In an effort to consolidate and streamline the process of managing communication between the school and students/guardians of students, the [Contact Log in Student Information General](#) is the main hub where all contact log records can be viewed and modified by school personnel who are granted proper tool rights. The Counseling Contact Log functions the same as this new Contact Log.

Submit feedback for the new Contact Log by clicking the **Feedback** button in the bottom right hand corner. This takes you to the [Campus Community Contact Log](#) forum topic where you can add your suggestions for the Contact Log.

Counseling Contact Log ☆

Abdirahman H Grade: 09 # [REDACTED] DOB: [REDACTED]

📍 Virtual

Student Information > Counseling > Counseling Contact Log

Related Tools ^

Filter by Module

Counseling × ×

Filter by Contacted By

Filter by Contact Type

Filter by Date Range

MM/DD/YYYY MM/DD/YYYY

MODULE	CONTACTED BY	CONTACT TYPE	DATE & TIME	WHO WAS CONTACTED	DETAILS
Counseling	Administrator, System	Email	04/21/2022 11:09 AM	Parent	Emailed re: upcoming college fair >

New Print

Feedback

Counseling Contact Log

Contact Log Fields in Ad hoc Query Wizard

Information from the Contact Log records can be included in an Ad hoc Query using the **Student Data Type**. Contact log fields are available in the following locations:

- Student > Counselor > Contact Log
- Student > Learner Planning > Contact Log (includes fields for RTI, PLP and Special Education)
- Student > Health > Contact Log

See the [Contact Log Detail Descriptions](#) for specific Ad hoc fields.

The screenshot shows the 'Select categories & fields' interface. At the top, there is a 'Filter By' dropdown set to 'contact log' with 'Search' and 'Clear' buttons. Below this is the 'All Fields' tree, which is filtered to show only 'contact log' related items. The 'Student' category is expanded, showing 'Counselor' and 'Contact Log' sub-categories. The 'Contact Log' sub-category is further expanded to show a list of fields: logID, personID, districtID, dateTimeStamp, text, contactByID, module, contactType, contactMode, logGUID, modifiedTimeStamp, modifiedByID, readOnly, and createdByID. The 'Selected Fields' list on the right contains the following fields: counselingContactLog.logID, counselingContactLog.personID, counselingContactLog.districtID, counselingContactLog.dateTimeStamp, counselingContactLog.text, counselingContactLog.contactByID, counselingContactLog.module, counselingContactLog.contactType, counselingContactLog.contactMode, counselingContactLog.logGUID, counselingContactLog.modifiedTimeStamp, counselingContactLog.modifiedByID, counselingContactLog.readOnly, counselingContactLog.createdByID, plansContactLog.text, plansContactLog.module, healthContactLog.text, and healthContactLog.module. There are 'Add Function' and 'Edit Function' buttons at the bottom of the interface.

Contact Log Ad hoc Fields

Tool Rights for Contact Log

[General Tool Right Information](#) | [Assign Tool Rights to Contact Log](#) | [Contact Log Tool Rights Examples](#)

Classic View: System Administration > User Security > Users > Tool Rights

General Tool Right Information

Classic Navigation:

Full rights to Contact Log require **RWAD** rights to Student Information > General > Contact Log, Health > Contact Log, Special Education > Contact Log, PLP > Contact Log, RTI > Contact Log:

- **R** rights allow the ability to view contact log records.
- **W** rights allow the ability to edit contact log records.
- **A** rights do not add new contact log records.
- **D** rights allow the ability to delete contact log records.

New Navigation:

Full rights to Contact Log require the following:

- **Rights** (On/Off checkbox set to On) to the **Contact Log** tool for Student Information > General > Contact Log.
- **RWAD** rights to the module level Contact Log tool right for the appropriate module - Counseling, Health, PLP, RTI, Special Education, etc.
- **Access to Records Created by Other Users** subright for the appropriate module - Counseling, Health, PLP, RTI, Special Education, etc. This subright allows the user to view or edit contact log records another user created within a module (Counseling, Health, etc.).
 - **R** rights allow the ability to view records created by another user for the parent module.
 - **W** rights allow the ability to edit records created by another user for the parent module.
 - **A** rights do not add any function.
 - **D** rights allow the ability to delete records created by another user for the parent module.

Note the following:

- **On/Off rights to Student Information > General > 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 assumes R rights for that parent right.

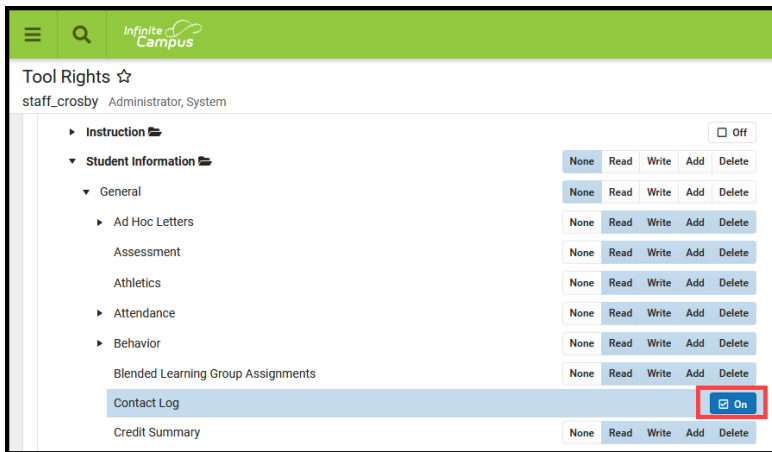
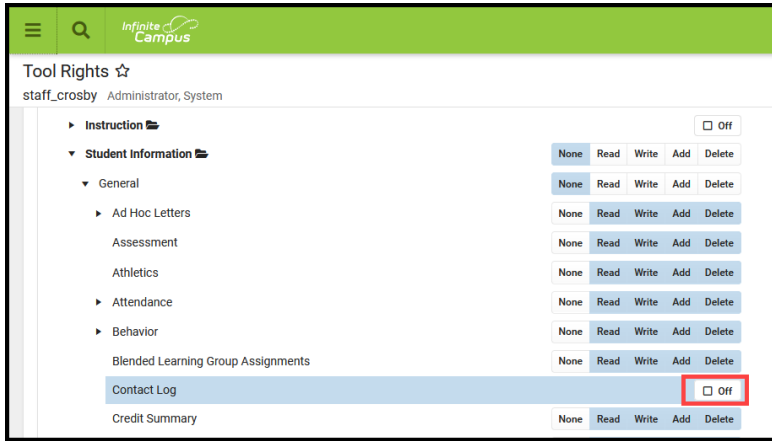
When updating to the Campus.2152 Release Pack:

- Tool rights will have been converted for users who had tool rights to the parent contact log module prior to the update. System Administrators need to modify those rights to limit access.
- Student Information > General > Contact Log tool rights are **NOT** enabled. These rights will need to be turned On.

Assign Tool Rights to Contact Log

Procedures are provided using the new navigation.

1. Enable rights to Contact Log (Student Information > General > Contact Log) by marking the **Off** checkbox. Once marked, the Off checkbox changes to **On**.



2. 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)

Tool Rights ☆					
staff_crosby Administrator, System					
▶ Assessment Administration	None	Read	Write	Add	Delete
▼ Counseling	None	Read	Write	Add	Delete
▼ Counseling Contact Log	None	Read	Write	Add	Delete
Access to Records Created By Other Users 👤	None	Read	Write	Add	Delete
▶ Counseling Documents	None	Read	Write	Add	Delete
Counseling Team Members	None	Read	Write	Add	Delete
Meetings	None	Read	Write	Add	Delete
▶ English Learners	None	Read	Write	Add	Delete
▶ Federal Programs	None	Read	Write	Add	Delete
▼ Health	None	Read	Write	Add	Delete
Conditions	None	Read	Write	Add	Delete
Daily Health Log	None	Read	Write	Add	Delete
▼ Health Contact Log	None	Read	Write	Add	Delete
Access to Records Created By Other Users 👤	None	Read	Write	Add	Delete
▶ Health Documents	None	Read	Write	Add	Delete

3. Assign **RWAD** rights to **Access to Records Created by Other Users** for each Contact Log module as needed for the selected user(s).

Tool Rights ☆					
staff_crosby Administrator, System					
▶ Assessment Administration	None	Read	Write	Add	Delete
▼ Counseling	None	Read	Write	Add	Delete
▼ Counseling Contact Log	None	Read	Write	Add	Delete
Access to Records Created By Other Users 👤	None	Read	Write	Add	Delete
▶ Counseling Documents	None	Read	Write	Add	Delete
Counseling Team Members	None	Read	Write	Add	Delete
Meetings	None	Read	Write	Add	Delete
▶ English Learners	None	Read	Write	Add	Delete
▶ Federal Programs	None	Read	Write	Add	Delete
▼ Health	None	Read	Write	Add	Delete
Conditions	None	Read	Write	Add	Delete
Daily Health Log	None	Read	Write	Add	Delete
▼ Health Contact Log	None	Read	Write	Add	Delete
Access to Records Created By Other Users 👤	None	Read	Write	Add	Delete
▶ Health Documents	None	Read	Write	Add	Delete

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...](#)

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...](#)

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...](#)

Enter a New Contact Log Record

See the table following these procedures for descriptions of these fields, Ad hoc locations and Database information.

1. Click the **New** button. The **Contact Log Detail** side panel displays to the right.
2. Select the area of contact from the **Module** dropdown list. When entering a Contact Log record from a location other than the General Contact Log tool, the Module field is already populated with the area of product.
3. Verify the **Date and Time** field of the contact is correct. This field auto-populates with the current date and time. When entering a record from a contact that previously happened, modify this field accordingly.
4. Select the appropriate **Contact Type** from the dropdown list.
5. Enter who was contacted.
6. Enter the **Details** of the contact.
7. Click the **Save** button to save the record. Or, to enter another record for the same student, click the **Save & New** button to save the record and enter another new record.

Contact Log Detail

<p>Module*</p> <p>Special Ed × ▾</p>	<p>Date & Time*</p> <p>04/21/2022 10:20 AM 📅</p>
<p>Contact Type*</p> <p>Notice of Team Mee... × ▾</p>	<p>Who was contacted?*</p> <p>Parent</p>

Contacted By
Administrator, System

Details:

Example team meeting notice

Save
Save & New
Cancel

Contact Log Detail

Contact Log Detail Descriptions

Data Element	Description	Database and Ad hoc Field Locations
Module	<p>Lists the area where the contact was entered in the product, or the general topic of the contact.</p> <p>Options are:</p> <ul style="list-style-type: none"> • Counseling • Health • PLP • Response to Intervention • Special Education 	<p>ContactLog.module</p> <hr/> <p>Ad hoc Location</p> <ul style="list-style-type: none"> • Counseling - Student > Counselor > Contact Log > counselingContactLog.module • Health - Student > Health > Contact Log > healthContactLog.module • PLP, RTI, Special Education - Student > Learner Planning > Contact Log > plansContactLog.module
Date and Time	<p>Reports the date (mm/dd/yyyy) and time (HH:MM) the record was entered.</p>	<p>ContactLog.dateTimeStamp</p> <hr/> <p>Ad hoc Location</p> <ul style="list-style-type: none"> • Counseling - Student > Counselor > Contact Log > counselingContactLog.dateTimeStamp • Health - Student > Health > Contact Log > healthContactLog.dateTimeStamp • PLP, RTI, Special Education - Student > Learner Planning > Contact Log > plansContactLog.dateTimeStamp
Contact Type	<p>Indicates how the individual was contacted. The list of options varies depending on what module is selected for the record.</p> <p>Additional options can be added in the Attribute/Dictionary.</p>	<p>ContactLog.contactType</p> <hr/> <p>Ad hoc Location</p> <ul style="list-style-type: none"> • Counseling - Student > Counselor > Contact Log > counselingContactLog.contactType • Health - Student > Health > Contact Log > healthContactLog.contactType • PLP, RTI, Special Education - Student > Learner Planning > Contact Log > plansContactLog.contactType

Data Element	Description	Database and Ad hoc Field Locations
Who was contacted?	Indicates the person intended for the contact.	ContactLog.contactMode Ad hoc Location <ul style="list-style-type: none"> Counseling - Student > Counselor > Contact Log > counselingContactLog.contactMode Health - Student > Health > Contact Log > healthContactLog.contactMode PLP, RTI, Special Education - Student > Learner Planning > Contact Log > plansContactLog.contactMode
Contacted By	Records the staff person who entered the record.	ContactLog.contactByID Ad hoc Location <ul style="list-style-type: none"> Counseling - Student > Counselor > Contact Log > counselingContactLog.contactByID Health - Student > Health > Contact Log > healthContactLog.contactByID PLP, RTI, Special Education - Student > Learner Planning > Contact Log > plansContactLog.contactByID
Details	Provides a text entry field for recording a detailed description of the contact.	ContactLog.text Ad hoc Location <ul style="list-style-type: none"> Counseling - Student > Counselor > Contact Log > counselingContactLog.text Health - Student > Health > Contact Log > healthContactLog.text PLP, RTI, Special Education - Student > Learner Planning > Contact Log > plansContactLog.text

Filter Contact Log Records

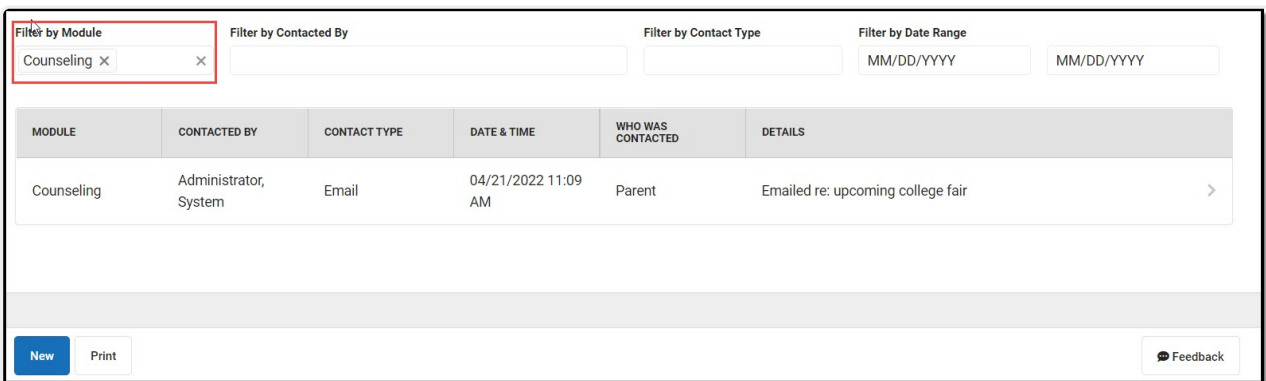
The Contact Log organizes records by Module (the type of contact log record), Contacted By (who created the record), Contact Type, the date and time the record was saved, who was contacted, and the Details (reason) for the contact.

Contact Log records are sorted first by the Date and Time of the record, with the most recent

record displaying first. To display contact log records for only one module, select that module in the Filter by Module field. Contact Log records can be filtered by Module, Contacted By, Contact Type, or Date Range.

Multiple Modules and Contact By options can be selected. For example, to return Counseling records entered by any member of the Counseling staff, choose Counseling in the Filter by Module and select the names of the Counseling staff in the Filter by Contacted By field.

In the example below, the Filter by Module field is set to Counseling, so only contact log records created in the Counseling module display. When there is no module chosen in the Filter by Module field, all Contact Log records display (as long as the staff person has rights to see contact log records from all areas).



The screenshot shows a web interface for filtering contact log records. At the top, there are four filter fields: 'Filter by Module' (set to 'Counseling'), 'Filter by Contacted By', 'Filter by Contact Type', and 'Filter by Date Range' (with two date input fields). Below the filters is a table with the following data:

MODULE	CONTACTED BY	CONTACT TYPE	DATE & TIME	WHO WAS CONTACTED	DETAILS
Counseling	Administrator, System	Email	04/21/2022 11:09 AM	Parent	Emailed re: upcoming college fair

At the bottom left of the interface are 'New' and 'Print' buttons, and at the bottom right is a 'Feedback' button.

Counseling Module Filtered Results Example

To see all Contact Log records after using the Filter fields, click the X next to the filtered field, and/or remove the dates.

Print Contact Log Records

Default options are set to include every contact in each module, for all dates, contact types, entered by all staff, and contact made to all individuals, and sorted by date. These can be modified by removing the All option and adding specific values to the fields.

1. Click the **Print** button in the lower left corner. A **Contact Log Print** panel opens to the right.
2. Choose desired **Module** for which to print records.
3. Enter the **Start Date** and **End Date** to return records within that range only. Or, leave these fields without a selected date to print all records.
4. Select the desired **Contact Type**.
5. Selected the desired **Contacted By** option.
6. Choose the appropriate **Sorting** option - Date ascending, Date descending, or Contacted By.
7. Click the **Generate** button. The report prints in PDF format for the selected student.

In the example below, Counseling Contact Logs entered between October 1 and December 2 in ascending Date order are included.

Contact Log ☆ Student Information > General > Contact L

Student, Bristol Grade: 12 #123456 DOB: 12/11/03
 * Medical Condition(s) * Immersion * 504 Plan

Filter by Module Filter by Contacted By Filter by Date Range

MODULE	CONTACTED BY	DATE & TIME	WHO WAS CONTACTED	DETAILS
Health	Staff, Peter	12/01/2021 11:50 AM	Parent	Enter text
Response to Intervention	Staff, Ben	12/01/2021 11:26 AM	Parent	Follow up
PLP	Staff, Melinda	12/01/2021 11:23 AM	Parent	Finalizing
Health	Staff, Lettie	12/01/2021 11:19 AM	Student	Request fo
Counseling	Staff, Crosby	12/01/2021 11:11 AM	Student	Conversat
Counseling	Staff, Peter	12/01/2021 10:14 AM	Student	Emailed re
Response to Intervention	Staff, Peter	11/30/2021 09:15 AM	Student, Parent	In person
Counseling	Staff, Peter	10/12/2021 10:45 AM	Student	Student st for next ye

Contact Log Print

Module: Counseling x

Start Date: 10/01/2021

End Date: 12/02/2021

Contact Type: All x

Contacted By: All x

Contacted: All x

Sorting: Date (Ascending)

Contact Log Print

<p>Student, Bristol Birth Date: 12/11/2003 Student Number: 123456 Current Grade: 12 Current School: High School</p>	<p>Counseling Contact Log 10/01/2021 - 12/02/2021</p> <p>Contact Type: All Contacted By: All</p> <p style="text-align: right;">Page 1 of 1</p>
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Date/Time	Type	Contacted	Contacted by
10/12/2021 10:45 AM	In person conversation	Student	Staff, Crosby
Student stopped by office to discuss desires for college plans/course of study for next year.			
12/01/2021 10:14 AM	Email	Student	Staff, Crosby
Emailed re: upcoming college fair			
12/01/2021 11:11 AM	In person conversation	Student	Staff, Crosby
Conversation with student regarding college credit from summer class at CC			

Contact Log Report

View Meetings Contact Log Entries

When [notifications](#) are sent for a [meeting](#) or meeting attendance is recorded using the [Counseling Meetings](#) tool, a contact log entry is recorded describing the meeting. Entries are created in the following scenarios:

- When the **Attended** checkbox is modified, a log entry is created or updated for each student who has **Log Contact** marked, listing the date/time of the meeting, those who attended and their roles.
- When you select **Update and Send Notification**, an entry is created for each student in the meeting who has **Log Contact** marked, listing the date/time of the notification, who sent the message, the type of message and whether it was sent to the student's [Process Inbox](#), their

email, or both.

Contact log entries show read-only information about the meeting, including title, location, date/time, purposes, and outcomes. Only users who are the meeting owner or a meetings administrator can view outcomes.

Click the **Title** of the meeting, in this example **College Check In** to view more details about the meeting if you are a meetings administrator, the owner of the meeting, or invited to the meeting. If you are only an invitee, only basic information displays.

Module: Counseling Owner: Administration, Administration	Meeting Agenda	Generated on 03/19/2014 01:50:35 PM Page 1 of 1	
College Check In			
Location Counseling Offices			
Date & Time Thursday, March 6, 2014 11:00 AM - 11:30 AM			
Purpose College Counseling Other: _____			
Agenda Discuss Andrew's progress in finding and applying to colleges.			
Outcome Follow Up Meeting Planned Other: _____			
Meeting Minutes Discussed are a colleges and a few out of state. Set a goal for Andy to identify 5 colleges he'd like to apply to and bring their applications with him to our next meeting.			
Participants			
<u>Name</u>	<u>Role</u>	<u>Invited</u>	<u>Attended</u>
Administration, Administration	Counselor	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student, Andrew Thomas	Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

Printed Details about the Meeting

Previous Versions

[Counseling Contact Log \[.2152 - .2215\]](#)