

# Counseling Contact Log [.2152 - .2215]

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You are viewing a previous version of this article. See Counseling Contact Log for the most current information.

Contact Log Fields in Ad hoc Query Wizard | Tool Rights for Contact Log | Enter a New Contact Log Record | Filter Contact Log Records | Print Contact Log Records | View Meetings Contact Log Entries

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.

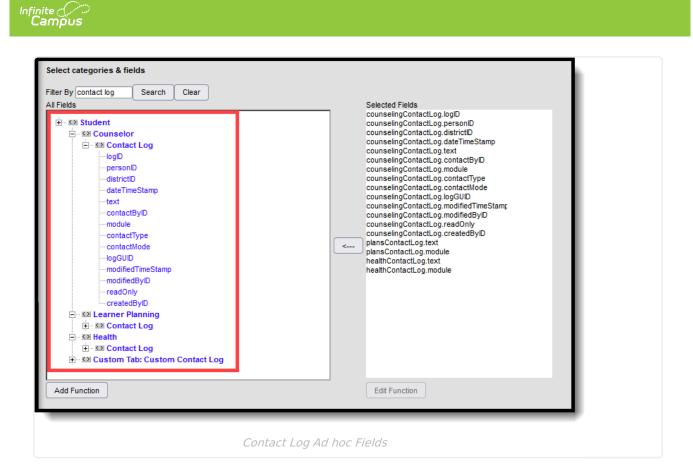
Student, Bris	ng Contact Log ☆ stol Grade: 12 #123456 DOB: 12 endition(s) ⊆ Immersion ⊨ 504			Student information >	Counseling > Counseli	ng Contact Log	
Iter by Module Counseling ×	Filter by Contacted By			ate Range MM/DD/YYYY			
MODULE	CONTACTED BY	DATE & TIME	WHO WAS CONTACTED	DETAILS			
Counseling	Administrator, System	12/02/2021 09:15 AM	student	Requested student info emailed.		>	
Counseling	Crosby, Arianna	12/01/2021 11:11 AM	Student	Conversation with student regarding col	llege credit from summer	class at	
Counseling	Administrator, System	12/01/2021 10:14 AM	Student	Emailed re: upcoming college fair		>	
Counseling	Administrator, System	10/12/2021 10:45 AM	Student	Student stopped by office to discuss de study for next year.	sires for college plans/co	ourse of	

## **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.



# **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.

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

Tool Rights ☆ staff_crosby Administrator, System		
<ul> <li>Instruction E</li> </ul>		Dff
<ul> <li>Student Information Sector</li> </ul>	None Read Write Add Dele	ete
✓ General	None Read Write Add Dele	ete
► Ad Hoc Letters	None Read Write Add Dele	ete
Assessment	None Read Write Add Dele	ete
Athletics	None Read Write Add Dele	ete
► Attendance	None Read Write Add Dele	ete
► Behavior	None Read Write Add Dele	ete
Blended Learning Group Assignments	None Read Write Add Dele	ete
ere country or optimization		
Contact Log		Off
	None Read Write Add Dele	_
Contact Log Credit Summary ■ Q Infinite Campus Tool Rights ☆		_
Contact Log Credit Summary ■ Q Infinite Campus Fool Rights ☆	None Read Write Add Dele	_
Contact Log Credit Summary ■ Q Infinite Campus Tool Rights ☆ ttaff_crosby Administrator, System	None Read Write Add Dele	ete
Contact Log Credit Summary Tool Rights ☆ taff_crosby Administrator, System Instruction ►	None Read Write Add Dele	ete
Contact Log Credit Summary Credit Summary Cool Rights $\Rightarrow$ italf_crosby Administrator, System Instruction $\Rightarrow$ Student Information $\Rightarrow$	None Read Write Add Dele	ete
Contact Log Credit Summary Credit Summary Cool Rights A italf_crosby Administrator, System Instruction C student Information C General	None Read Write Add Dele	ete
Contact Log Credit Summary Credit Summary Tool Rights \$ taff_crosby Administrator, System Instruction \$ Student Information \$ General Ad Hoc Letters	None Read Write Add Dele None Read Write Add D None Read Write Add D None Read Write Add D	off Delete Delete

Contact Log Credit Summary

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- 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)

🗹 On

None Read Write Add Delete

- 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

E Q. Infinite C Campus					
Tool Rights ☆ taff_crosby Administrator, System					
Assessment Administration	None	Read	Write	Add	Delete
▼ Counseling	None	Read	Write	Add	Delete
<ul> <li>Counseling Contact Log</li> </ul>	None	Read	Write	Add	Delete
Access to Records Created By Other Users 🏖	None	Read	Write	Add	Delete
<ul> <li>Counseling Documents</li> </ul>	None	Read	Write	Add	Delete
Counseling Team Members	None	Read	Write	Add	Delete
Meetings	None	Read	Write	Add	Delete
<ul> <li>English Learners</li> </ul>	None	Read	Write	Add	Delete
<ul> <li>Federal Programs</li> </ul>	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).

≡	Q	Infinite Campus					
Tool I staff_c	-	S ☆ Administrator, System					
	• 4	ssessment Administration	None	Read	Write	Add	Delete
	• 0	counseling	None	Read	Write	Add	Delete
	•	Counseling Contact Log	None	Read	Write	Add	Delete
		Access to Records Created By Other Users $\clubsuit_{\mathcal{D}}$	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
	► E	nglish Learners	None	Read	Write	Add	Delete
	► F	ederal Programs	None	Read	Write	Add	Delete
	• H	lealth	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. A **Contact Log Detail** 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.
- 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.

	og ☆ tol Grade: 12 #123456   ndition(s) 💈 Immersion				Student Information > General 3	> Contact Log
Filter by Module	Filter by Contacte	d By		Contact Log Detail		^
MODULE	CONTACTED BY	DATE & TIME	Uno was contacted	Module* Health	•	^
Response to Intervention	Staff, Crosby	12/01/2021 11:26 AM	Parent	Date & Time * 12/01/2021 11:50 AM Contact Type *	** •	
PLP	Staff, Crosby	12/91/2021 11:23 M	Parent	Email Who was contacted?*	¥	
Health	Staff, Crosby	12/01/2021 11:19 AM	Student	Parent Contacted By		- 1
Counseling	caff, Crosby	12/01/2021 11:11 AM	Student	Administrator, System Details: Enter text of contact here		
Counseling	Staff, Crosby	12/01/2021 10:14 AM	Student	Enter text of contact here		~
New Print				Save	Save & New Cance	el
		Add Ne	w Contact L	og Record		

### **Contact Log Detail Descriptions**

Data El	ement	Description	Database and Ad hoc Field Locations
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Data Element	Description	Database and Ad hoc Field Locations
Module	Lists the area where the contact was entered in the	ContactLog.module
	<ul> <li>product, or the general topic of the contact.</li> <li>Options are: <ul> <li>Counseling</li> <li>Health</li> <li>PLP</li> <li>Response to Intervention</li> <li>Special Education</li> </ul> </li> </ul>	<ul> <li>Ad hoc Location         <ul> <li>Counseling - Student &gt; Counselor &gt; Contact Log &gt;</li> <li>counselingContactLog.module</li> </ul> </li> <li>Health - Student &gt; Health &gt; Contact Log &gt; healthContactLog.module</li> <li>PLP, RTI, Special Education - Student &gt; Learner Planning &gt; Contact Log &gt; plansContactLog.module</li> </ul>
Date and Time	Reports the date (mm/dd/yyyy) and time	ContactLog.dateTimeStamp
	(HH:MM) the record was entered.	<ul> <li>Ad hoc Location         <ul> <li>Counseling - Student &gt; Counselor &gt; Contact Log &gt; CounselingContactLog.dateTimeStamp</li> <li>Health - Student &gt; Health &gt; Contact Log &gt; healthContactLog.dateTimeStamp</li> <li>PLP, RTI, Special Education - Student &gt; Learner Planning &gt; Contact Log &gt; plansContactLog.dateTimeStamp</li> </ul> </li> </ul>
Contact Type	Indicates how the individual was contacted. The list of	ContactLog.contactType
	options varies depending on what module is selected for the record. Additional options can be added in the Attribute/Dictionary.	<ul> <li>Ad hoc Location</li> <li>Counseling - Student &gt; Counselor &gt; Contact Log &gt; counselingContactLog.contactType</li> <li>Health - Student &gt; Health &gt; Contact Log &gt; healthContactLog.contactType</li> <li>PLP, RTI, Special Education - Student &gt; Learner Planning &gt; Contact Log &gt; plansContactLog.contactType</li> </ul>



Data Element	Description	Database and Ad hoc Field Locations
Who was contacted?	Indicates the person intended for the contact.	ContactLog.contactMode
		<ul> <li>Ad hoc Location         <ul> <li>Counseling - Student &gt; Counselor &gt; Contact Log &gt;</li> <li>counselingContactLog.contactMode</li> </ul> </li> <li>Health - Student &gt; Health &gt; Contact Log &gt; healthContactLog.contactMode</li> <li>PLP, RTI, Special Education - Student &gt; Learner Planning &gt; Contact Log &gt; plansContactLog.contactMode</li> </ul>
Contacted By	Records the staff person who entered the record.	ContactLog.contactByID
		<ul> <li>Ad hoc Location         <ul> <li>Counseling - Student &gt; Counselor &gt; Contact Log &gt;</li> <li>counselingContactLog.contactByID</li> </ul> </li> <li>Health - Student &gt; Health &gt; Contact Log &gt; healthContactLog.contactByID</li> <li>PLP, RTI, Special Education - Student &gt; Learner Planning &gt; Contact Log &gt; plansContactLog.contactByID</li> </ul>
Details	Provides a text entry field for recording a detailed	ContactLog.text
	description of the contact.	<ul> <li>Ad hoc Location         <ul> <li>Counseling - Student &gt; Counselor &gt; Contact Log &gt; counselingContactLog.text</li> <li>Health - Student &gt; Health &gt; Contact Log &gt; healthContactLog.text</li> </ul> </li> <li>PLP, RTI, Special Education - Student &gt; Learner Planning &gt; Contact Log &gt; plansContactLog.text</li> </ul>

# **Filter Contact Log Records**

The Contact Log organizes records by Module (the type of contact log record), Contacted By (who created the record), 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 sorted by Module, Contacted By, 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).

er by Module	Filter b	/ Contacted By		Filter by Date Range MM/DD/YYYY	MM/DD/YYYY		
MODULE	CONTAC	TED BY	DATE & TIME	WHO WAS CONTACTED	DETAILS		
Response to Intervention	Staff,	00	12/01/2021 11:26 AM	Paront	Follow up from Nov 20 monting a		-
PLP	Staff,		Bristol Grade: 12 #123456 D				s
Health	Staff,	Filter by Module	Condition(s) Z Immersion		Filter by Date Range		
Counseling	Staff,	Counseling ×	Filter by Contacted	ву	MM/DD/YYYY	MM/DD/YYYY	
Counseling	Staff,						
Response to Intervention	Staff,	MODULE	CONTACTED BY	DATE & TIME	WHO WAS CONTACTED	DETAILS	
Neeponoo to Intervention	,	Counseling	Staff, Crosby	12/01/2021 1	1:11 AM Student	Conversation with student regarding	colle
		Counseling	Staff, Crosby	12/01/2021 1	0:14 AM Student	Emailed re: upcoming college fair	
		Counseling	Staff, Crosby	10/12/2021 1	0:45 AM Student	Student stopped by office to discuss for next year.	desi

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.

dule Filter by Cont	icted By		Filter by Date Range		Contact Log Print		
			MM/DD/YYYY	*nM/D	Module		
CONTACTED B		DATE & TIME	WHO WAS CONTACTED	DETAILS	Counseling ×		
					Start Date		
Staff, Peter		12/01/2021 11:50 AM	Parent	Enter text	10/01/2021	3	
se to Intervention Staff, Ben		12/01/2021 11:26 AM	Parent	Follow up	End Date 12/02/2021	1	
Staff, Melino	а	12/01/2021 11:22 AM	Parent	Finalizing	Contact Type		
Staff, Lettie		12/01/2021 11:19 AM	Student	Request fo	All ×		
ling Staff, Crosb		12/01/2021 11:11 AM	Student	Conversat	Contacted By		
ling Staff, Peter		12/01/2021 10:14 AM	Student	Emailed re	All × Contacted		
se to Intervention Stat, Peter		11/30/2021 09:15 AM	Student, Parent	In person i	All ×		
		10/10/0001 10 15 11	Obvident	Student st	Sorting		
ling Staff, Peter		10/12/2021 10:45 AM	Student	for next ye	Date (Ascending)	•	
Print							
Studen	t, <b>Bristol</b>		iontact Log Pri	ounseling	Generate g Contact Log	3	Cancel
	/2003 r:123456 l2			punseling 10/01/202 e:All by:All		3	Cancel
Studen Birth Date:12/1 Student Numbe Current Grade: Current School Date/Time	/2003 r: 123456 12 High Scho <b>Type</b>	pol	Contact Typ Contacted E Contacted	punseling 10/01/202 e:All by:All	g Contact Log 11 - 12/02/2021 ge 1 of 1 Contacted by	3	Cancel
Studen Birth Date:12/1 Student Numbe Current Grade: Current School Date/Time 10/12/2021 10:45 AM	/2003 r: 123456 22 High Scho <b>Type</b> 1 In pers	ool	Contact Typ Contacted E Contacted Student	punseling 10/01/202 e:All by:All Pag	g Contact Log 11 - 12/02/2021 ge 1 of 1 Contacted by Staff, Crosby	3	Cancel
Studem Birth Date:12/1 Student Numbe Current Grade: Current School Date/Time 10/12/2021 10:45 AM Student stopped by o	/2003 r: 123456 22 High Scho Type 1 In pers iffice to dis	ool	Contact Typ Contacted E Contacted Student college plans/cour	punseling 10/01/202 e:All by:All Pag	g Contact Log 11 - 12/02/2021 ge 1 of 1 Contacted by Staff, Crosby y for next year.	3	Cancel
Studen Birth Date:12/1 Student Numbe Current Grade: Current School Date/Time 10/12/2021 10:45 AN Student stopped by c 12/01/2021 10:14 AN	/2003 r: 123456 l2 High Scho <b>Type</b> 1 In pers office to dis 1 Email	ool on conversation cuss desires for	Contact Typ Contacted E Contacted Student	punseling 10/01/202 e:All by:All Pag	g Contact Log 11 - 12/02/2021 ge 1 of 1 Contacted by Staff, Crosby	3	Cancel
Studen Birth Date:12/1 Student Numbe Current Grade: Current School Date/Time 10/12/2021 10:45 AN Student stopped by o 12/01/2021 10:14 AN Emailed re: upcomin	/2003 r: 123456 2 High Scho Type 1 In pers office to dis 1 Email g college fa	ool on conversation cuss desires for iir	Contact Typ Contacted E Contacted Student college plans/cour Student	punseling 10/01/202 e:All by:All Pag	g Contact Log 11 - 12/02/2021 Je 1 of 1 Contacted by Staff, Crosby y for next year. Staff, Crosby	]	Cancel
Studem Birth Date:12/1 Student Numbe Current Grade: Current School Date/Time 10/12/2021 10:45 AN Student stopped by o 12/01/2021 10:14 AN Emailed re: upcomin 12/01/2021 11:11 AN	/2003 r: 123456 2 High Scho Type 1 In pers ffice to dis 1 Email g college fa 1 In pers	on conversation cuss desires for air on conversation	Contact Typ Contacted E Contacted Student college plans/cour Student Student	punseling 10/01/202 e:All by:All Pag	g Contact Log 1 - 12/02/2021 ge 1 of 1 Contacted by Staff, Crosby y for next year. Staff, Crosby Staff, Crosby	3	Cancel
Studen Birth Date:12/1 Student Numbe Current Grade: Current School Date/Time 10/12/2021 10:45 AN Student stopped by o 12/01/2021 10:14 AN Emailed re: upcomin	/2003 r: 123456 2 High Scho Type 1 In pers ffice to dis 1 Email g college fa 1 In pers	on conversation cuss desires for air on conversation	Contact Typ Contacted E Contacted Student college plans/cour Student Student	punseling 10/01/202 e:All by:All Pag	g Contact Log 1 - 12/02/2021 ge 1 of 1 Contacted by Staff, Crosby y for next year. Staff, Crosby Staff, Crosby	3	Cancel

# **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.

Noner: Administration, Administration	Meeting Agenda	Venerated on corra.	2014 01:50:35 Pl Page 1 of
College Check <b>I</b> n			
ocation			
counseing Offices			
ate & Time			
hursd <i>a</i> y, March 6, 2014 11:00 AM - 11:30 AM			
Aurpose			
ollege Courseing Ither:			
genda			
genua iscuss Andrew's progress in finding and applying	to colleges.		
	÷		
utcome			
ollow Up Meeiing Planned			
ollow Up Meefing Planned )ther:			
ollow Up Meeting Planned hther: Aeeting Minutes Discussed area colleges and a few out of state.			
ollow Up Mee'ng Planned Ither:	o apply to and bring their applications with him to ou	r next meeting.	
ollow Up Mee'ng Planned Ither:	ο apply to and bring their applications with him to ou	r next meeting.	
ollow Up Mee'ng Planned Ither:	ο apply to and bring their applications with him to ou	r next meeting.	
ollow Up Mee'ng Planned Yther:	o apply to and bring their applications with him to ou Role	r next meeting.	Attended
ollow Up Meeing Planned Sther: Aeeting Minutes Discussed area colleges and a few out of state. Set a goal for Andy to identify 5 colleges he'd like f Particip ants			Att ended
ollow Up Meefing Planned ther: isoussed area colleges and a few out of state. ist a goal for Andy to identify 5 colleges he'd like f <b>artic ip ants</b> Name Administration, Administration	Role	hvited	Attended
ollow Up Meeing Planned Sther:	Role Courselor	- hvited	_Attended
'ollow Up Mee'ng Planned Sther:	Role Courselor	- hvited	Attended
ollow Up Meeing Planned Sther:	Role Courselor	- hvited	Attended
ollow Up Meeting Planned ther:	Role Courselor	- hvited	Attended

### **Previous Versions**

Counseling Contact Log [.2032 - .2148]