



Pathway: **Main Menu > Contact Log**

The Contact Log is a very useful tool for tracking all communication with the parents/guardians of the student and identifying the subject of that communication. This can serve a variety of purposes. The use and purpose of the Contact Log functionality should be determined by District/School policy and from there the necessary security can be assigned to those individuals who should be using the Contact Log to create an historical record of communication for each Student Services student. In order to maintain historical integrity, and if there may be any need to have this record stand for any use other than regular school use, it would be helpful to include in the use policy under what circumstances an entry may be edited.

If a contact is edited, a new record/version number is created to indicate that the original was changed.

Contact Date	Contact Type	Number	Person Contacted	Relationship	Contacted By
01-MAY-2008	Personal Meeting	2	Haris Venn	Father	DFREETHY
29-APR-2008	Telephone call	1	Lovisa Whitney	Mother	DFREETHY

Version	Contact Date	Contact Notes
2.00	01-MAY-2008	adlkjeroptuxcn

To create a new contact, click **Add** and then fill in the fields from left to right.

To edit an existing contact record, first select the record in the list and then click **Edit**.

Contact Log Detail screen

SEW - Contact Log Detail

LKE Lake Kathlyn Elementary School Homeroom D4-Katia, Rodriguez 60050 Grade 07 **Alert**

Pupil Number Usual Last Name Suffix Preferred First Name Middle Name Age Gender Birth Date
220421 Alkerna Rand 11-11 M 28-JUN-1996

Ministry Designation Case Manager
Learning Disability Katia, Rodriguez 60050

Contact Version 3.00 Contact Date 28-MAY-2008 + Contact Type

Person Contacted P Relationship

Contacted By CWILSON ? School Lake Kathlyn Elementary School Position ?

Subject

Contact Notes

Print Spell

Person Contacted may be typed in, or a parent/guardian may be selected by clicking on the **P** button

Contact Type is selected from a drop down list containing ..

Position is selected from a drop down list by clicking the ? button

- Electronic Message
- Home Visit
- Letter
- Other
- Personal Meeting
- Teleconference
- Telephone call