

# Parent/Student Contact Log

To schedule individual training for your district, contact [SISTraining@tylertech.com](mailto:SISTraining@tylertech.com).



**Path: View/Maintain → Student → Parent/Student Contact Log**

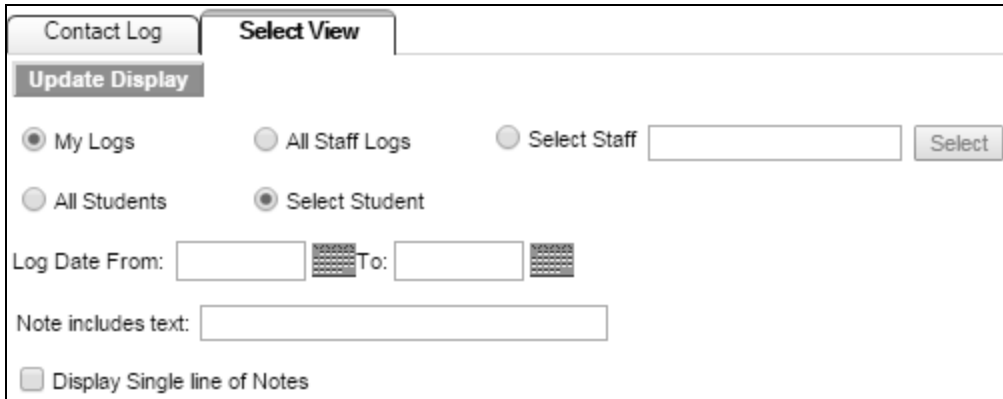
or **Click** , or click **Parent/Student Contact Log** from the **Student Links** in left navigation.

## Overview

This area allows the user to maintain records of contact with a student's parents and guardians. The user may also have the option to view logs of other staff members, or to view log records for an individual student depending on the user's permissions.

## Viewing Logs

1. The student search screen will display. Type in the student name and click .
2. Select a student with the  icon.
3. The only logs displayed by default are those entered by the logged-in user. If the logged-in user has permission to view logs entered by other users in his or her User Permissions, they may be viewed by editing different view settings on the Select View tab. Those permissions are found under **General Operations – View ALL Staff Parent Contact Logs**.



The screenshot shows the 'Select View' tab in the Contact Log interface. It features several options for filtering logs:

- My Logs
- All Staff Logs
- Select Staff
- All Students
- Select Student

Below these options are date range fields: 'Log Date From:   To:  '. There is also a text input field for 'Note includes text: '. At the bottom, there is a checkbox for 'Display Single line of Notes'.

4. Choose to display **My Logs**, **All Staff Logs**, or only those entered by **Selected Staff**, using the **Select** button to choose that staff member.
5. Choose to view log for **All Students** or choose to **Select Student**.
6. Choose a specific date or date range using the **Log Date From** and **To** options. Leaving both fields blank will find everything.
7. The returned results may have multiple lines for notes or may instead **Display a Single line of Notes**.

Contact Log		Select View						
New Log Entry		All Staff Logs - All Students						
	Student	Staff	Log Date/Time	Contact Type	Contact Person	Result	Attach	Notes
	Barker, Jeanne Marie	sdmadmin, sdmadmin	06/10/15 04:25 PM	LETR	LG			
	Barker, Jeanne Marie	Gardens, Jennifer R	02/18/14 11:15 AM	TELE	MO			Called Jeanne's mother to let her know about t
	Barker, Michelle Kay	Mathman, Jim L	03/01/14 11:35 AM	EMAL	MO			Dear Mrs. Barker, Jeanne has not turned in the
	Burr, Austin S	Mathman, Jim L	10/08/13 01:30 PM	EMAL	MO			Dear Mrs. Burr, On the last test, Austin did not

Upon updating the display, the log list is populated with the options you chose. The following information is displayed in the grid.

- **Student** – student name, if multiple students are displayed. This column does not appear for single-student view.
- **Staff** – staff who entered the log, if All Staff Logs was selected. This column does not display if My Logs was selected.
- **Log Date/Time** – the date and time of the contact log
- **Contact Type** – the method of contact
- **Contact Person** – the contact person on listed on the log
- **Result** – result code from the log entry
- **Attach** – Y indicates that this log has one or more attached files
- **Notes** – any notes entered on the log. Will display one line only if the option was chosen on the Select View tab.

### Add or Edit New Log

To edit an existing record, click the edit icon . To create a new log, click .

Date:  Time:  \*

Contact Type:  \* Contact Person:  \* Result:

Notes:

No Attachments

1. Set the Date and Time of the contact. If this is a new record, you can enter the current date and time or you can click the **Use Current Date and Time** button to set the time to “now”.
  - You can enter a specific time with AM or PM (formatted 1:14PM or 9:32AM) or you can skip AM and PM and SIS will set the time of day automatically. For hours between 7:00 and 11:59, the time will be automatically set to AM, and for the rest of the day, it will be set to PM.
2. Select the method of contact from the **Contact Code** drop-down list.

3. Select the person contacted from the **Person Code** drop-down list.

4. Select the result of the contact from the **Result Code** drop-down list.

5. Type a summary of the conversation in the **Notes** field.
6. To attach a document to the log, click the **Add** button. On the next screen, give the document a **Description** and then **Browse** for the file. Once complete, use the **Upload** button to add the document to the log.

7. Click **Apply** to save and continue or **Done** to save and exit.
8. The new record displays in the log.
9. Under Actions, click **Print Selected Log Entries** to obtain a report of the Contact Log which may be printed or saved as a file.

06/11/15		EDWARDS HIGH SCHOOL				ZZHS-1314
09:01		<b>Parent/Student Contact Log</b>				Page 1
Student: Barker, Jeanne		ID: 9992326421				
Staff	Log Date/Time	Contact Type	Contact Person	Result	Attach	Notes
Gardens, Jennifer R	02/18/14 11:15 AM	TELE	MO			Called Jeanne's mother to let her know about the fighting incident. Left message

## Auto-Create Logs from Email

Any emails sent to parents for student issues or questions can be automatically added to the Parent/Student Contact Log if that option is selected when the email is created.

1. Under **Student Links** → **Email** in the **Email Body** tab, select the option to auto-populate the Parent/Student log with the email entry. The default value of this box (checked or unchecked) is based on the option set on the Site Settings – General scree. See the Maintain Settings section below.



<b>Email Body</b>	Email Addresses	Email Attachments	Signature Text
<b>Send</b>	<input checked="" type="checkbox"/> Auto-Add this email to the Parent / Student Contact Log		
To:	joe@barker.com;nancy@appleton.com		
CC:	JeanneBarker@edwards.k12.mo.us;ElizabethSligh@edwards.k12.mo.us;JohnSandiford@edwards.k12.mo.us		





2. When the email is sent, the entry will be auto-populated to the sender's Parent/Student Contact Log.

## Maintain Settings

### Code Tables


The drop-down lists on the **Parent/Student Contact Log – Detail** screen may be maintained under **Management** → **District Level** → **District Code Tables** → **Parent/Student Contact Log Codes**.

These codes may be added using the  button or deleted using the icon . Codes that are in use may not be deleted. Each entry should have a code and a description.

<input type="button" value="Add"/>			
Contact Type			
Contact Person	Code	Description	
Result		E-mail	
LETR		Letter	
NOTE		Note	
PERS		Personal contact	

### Email

The default option to auto-add emails to the Parent Contact Log can be set for all users under **Management** → **Site Level** → **Site Settings – General**, with the option **Auto-Add Email from Student Data Links to the Parent / Student Contact Log**.

 <b>SITE SETTINGS - GENERAL</b>
<input type="button" value="Done"/> <input type="button" value="Apply"/> <input type="button" value="Cancel"/>
<input type="checkbox"/> Do not allow future Enrollment Dates
<input checked="" type="checkbox"/> Auto-Add Email from Student Data Links to the Parent / Student Contact Log