

## Focus Student Communication Tab

No Communications Entries were found.							
Date	Time	Action	If applicable, Phone number called	If applicable, Spoke to:	Documented By	Comments	
+ 09/08/2013		N/A					

- To document communication between a student/parent/guardian use the Communication tab.
- This is **NOT** for pickup information or medical information. It is only to document communication between WCSB staff and students/parents/guardians.
- This tab is available for everyone to use. Information entered into this tab can be seen by anyone with access to see the student looks up the student.
- The information on this tab will stay with the student from year to year. It will not be cleared out every summer.

### Explanation of fields:

- **Date:** Date the communication occurred
- **Time:** The time the communication occurred
- **Action:** The type of communication that occurred. The options are:
  - Phone Call
  - Parent Conference
  - Student Conference
  - Email
  - Mail Letter
  - Note Home
- **If Applicable:** Phone Number Called: The number you called, if you called one
- **If Applicable:** Spoken to: The person(s) you spoke to, if you spoke to someone
- **Documented By:** Your name and the name of any other staff member who was involved
- **Comments:** Any information you feel pertinent

### Instructions:

Search for the student you want to document communications for. Click on the tab that says "Communications" Fill out the necessary information. Click the save button.

Below is an example of what the tab could look like after you have saved a new communication

1 Communications Entry							
Date	Time	Action	If applicable, Phone number called	If applicable, Spoke to:	Documented By	Comments	
- 09/08/2013	08:15 pm	phone call	8506891234	Belinda	Belinda	Testing	
+ 09/08/2013		N/A					