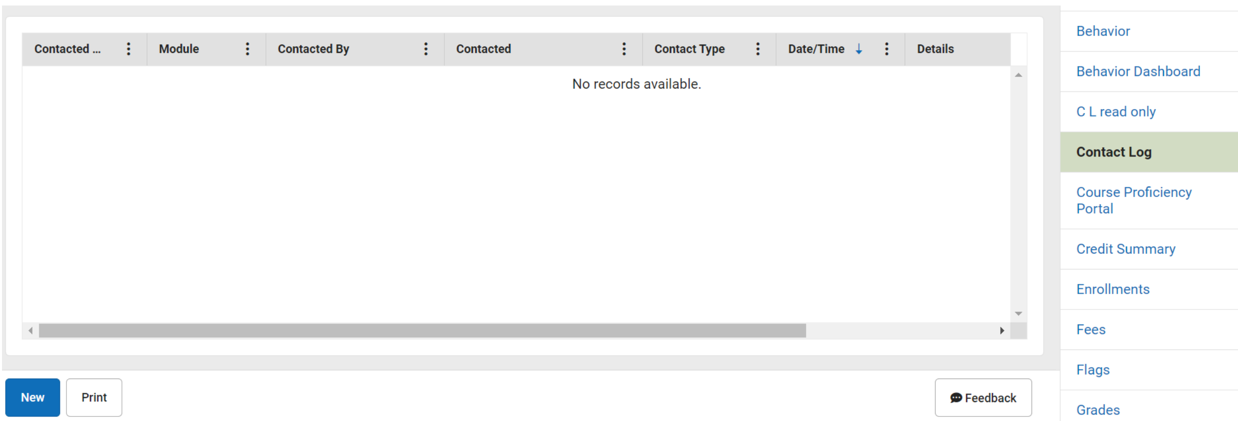
IC Information

Contact Log: You access the contact log by going to a student and on the left menu click the **Contact Log Tab found underneath** the **Student Information Tab**, do not go to CL read only. Down below, you will see the blue button that says new, click here. This will not ask you for intervention information or anything that is out of the norm, it onlys asks for who you contacted, date, time, and a brief description of the conversation/information.



What goes in the contact log??? Remember the purpose is to let others know that communication with the family has been made, it is not about writing every detail. Make sure you include when you called, who you called, and the topic. Example: Jes called JB Hilferty on 8/29/23 at 12:39 pm to discuss the skipping class concerns. This level of information provides the enough detail a teacher needs to follow up with the person that completed the log.

Behavior Log: Please make sure you do the following to support us to have the needed information.

- Populate submitted by if it does not come up
- It will auto populate with the date/time you created it, change it if needed
- Give it a title that DOES NOT include student initials but explains the situation ex. Rock throwing
- Location is where it occurred - was it in class? Out at recess? Etc.
- Fill out the details with all the information you have, here you will add student names and the admin will change it to student initials later. Please list interventions you attempted, and other information you feel is important for us to know. Examples of this may be how the behavior has been chronic or ongoing, or the student you received information from, etc. Please be clear if you personally saw the incident.