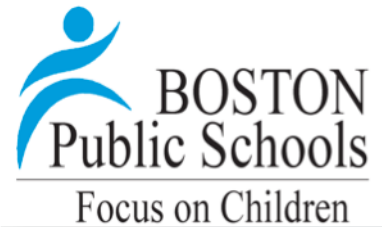


Tracking Parent Communication in the Student Journal



1. Click the **Student** tab.
2. Navigate to the student that you are creating a journal entry using the navigation buttons or CTRL-F.
3. Check off their name and click on the **Documents** side tab.
4. Click on **Options** and select **Add**.
5. Fill out the necessary fields (all fields are optional)

Date & Time: The time of the parent contact

Duration in minutes: The length of the communication

Type: Call, Email, Meeting, or Other

Contact Person: Who was the student contact that you communicated with?

Reason Code: What was the purpose for the contact?

Is Public: Checking off this box will allow other school staff to view this entry. Leaving it unchecked will leave it viewable only by the person entering the journal entry.