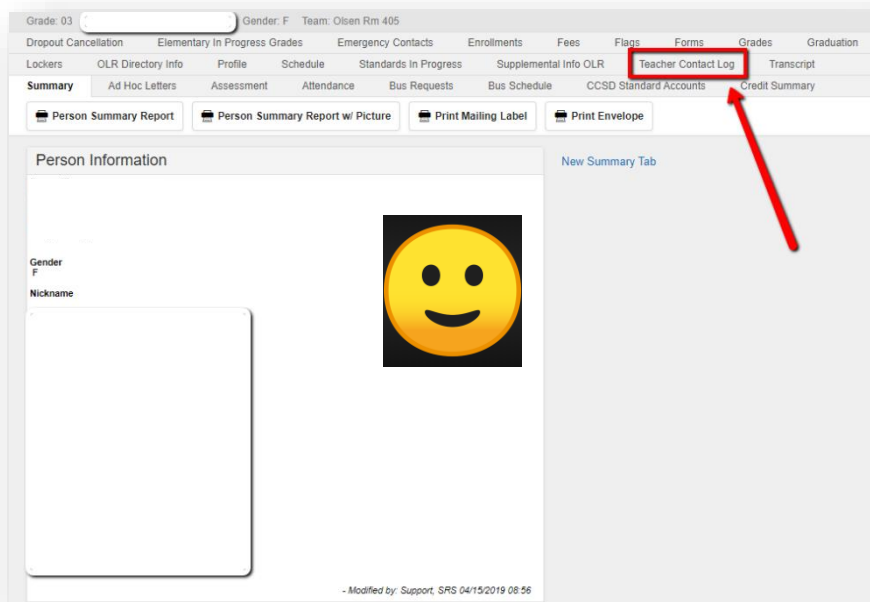


Teacher Contact Logs

1. From the Student Summary in Infinite Campus, choose Teacher Contact Log from the options at the top.



2. Choose  **New** .

3. Complete the following sections:

Contact Log Detail

*Date: 03/21/2020 *Time: 07:40 AM **a.**

Contact: **b.**

Message Type: Positive Contact **c.**

Contact Type

Telephone US Mail

Email In Person **d.**

Text Process In Box Message

Details

Contacted Brooklyn and her parents through Google Classroom to share learning materials. **e.**

- a. Date and time of contact (within contract hours)
- b. Name of student or parent contacted
- c. Message Type. Positive Contact if teaching or providing materials.
- d. How did you contact them?
- e. Write a brief statement of the interaction. Example: Provided Brooklyn with learning materials and read a story through a Zoom Meeting.

4. Make sure you hit  **Save** .