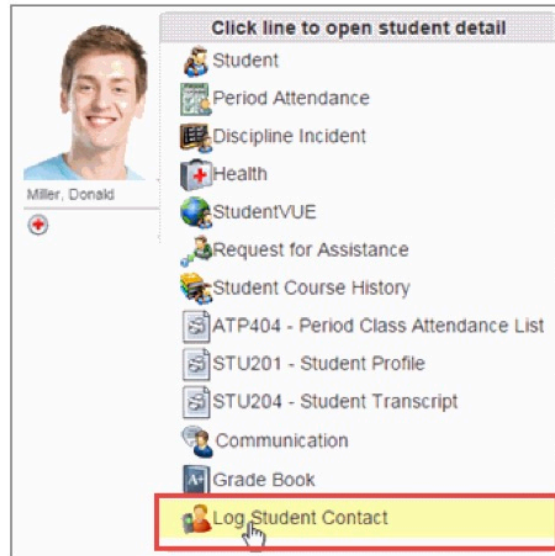


## Logging Contact Regarding a Student

Create records when you make or attempt to make contact a parent or guardian regarding a student. The contact record displays on the **Contact Log** tab of the Student screen in TeacherVUE, Synergy SIS, and Synergy SE.

1. Select a student in the Seating Chart. The Student Options list displays.



*Seating Chart Screen*

2. Select *Log Student Contact*.

A screenshot of the 'Contact Details (Miller, Donald)' window. The window has a title bar with a close button. Inside, there are several input fields and a text area. The 'Contact Date' field contains '05/18/2015'. The 'Contact Time' field contains '10:21 am'. The 'Person Contacted' field contains 'Father'. The 'Outcome' field is a dropdown menu showing 'Left Message'. Below these is a large text area for 'Comment' containing the text 'Contacted father that Don is eligible for Honor Society.' At the bottom right of the window are two buttons: a green 'Log Contact' button and a white 'Close' button.

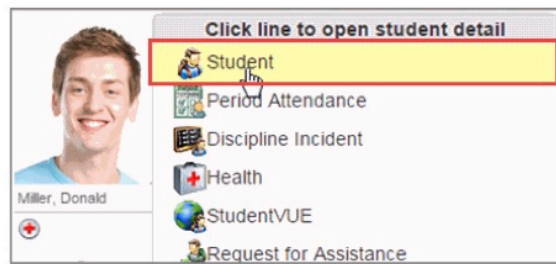
*Contact Details Screen*

3. Edit the **Contact Date** and **Contact Time** if necessary.
4. Enter the **Person Contacted**.
5. Select the **Outcome** of the contact.
6. Enter a **Comment** regarding the reason and/or details of the contact.

7. Click **Log Contact**. The contact displays in TeacherVUE and in the student's record in Synergy SIS.

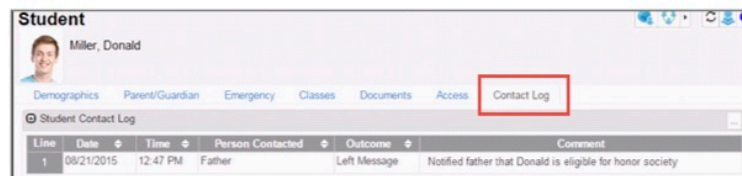
To view the log,

- a. Click *Student* in the **Student Detail** menu. The Student Contact Log displays.



*Seating Chart Screen*

- b. Select the **Contact Log** tab.



*Student Screen, Contact Log Tab*