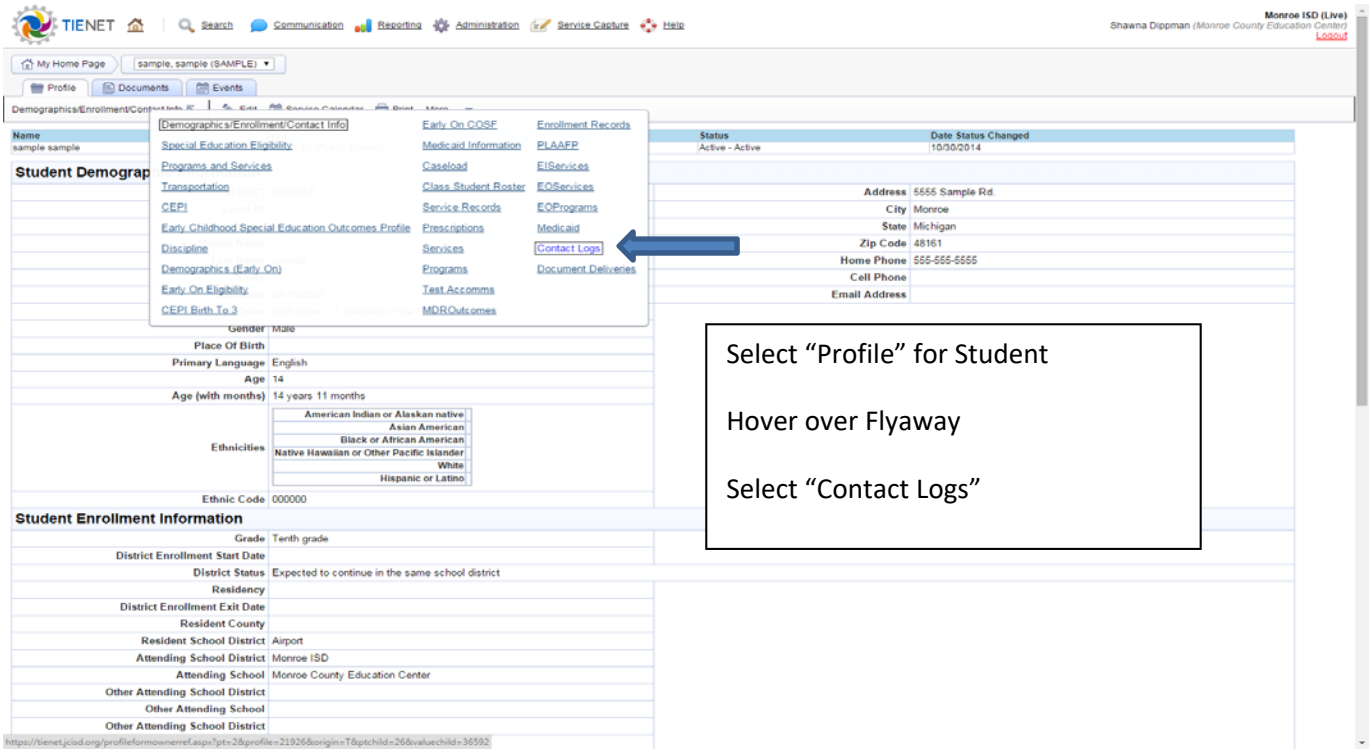
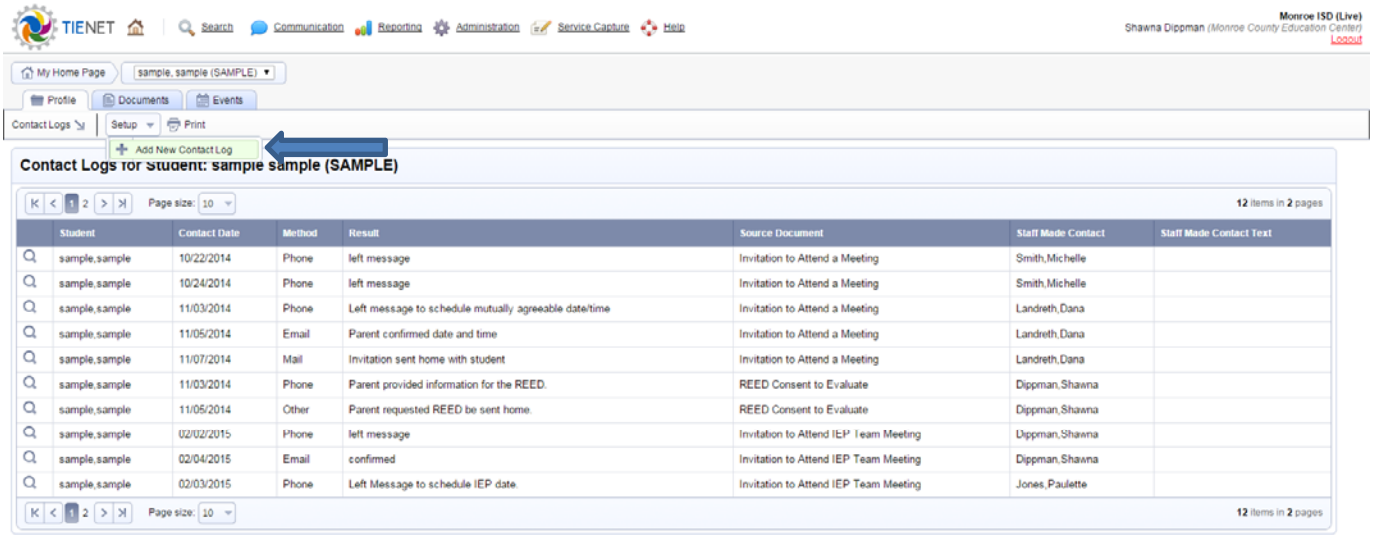


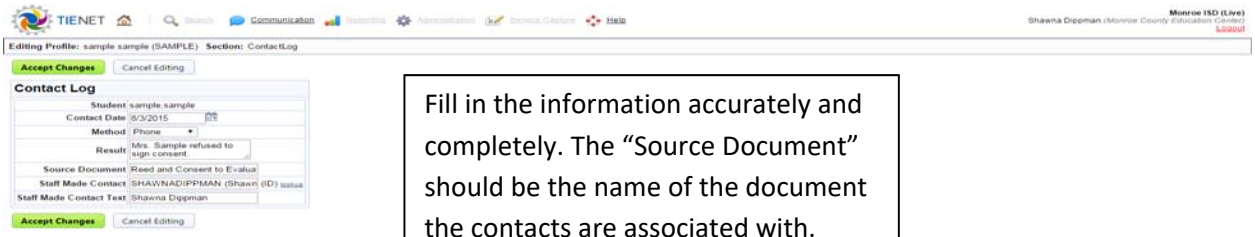
Select “Profile” for Student

Hover over Flyaway

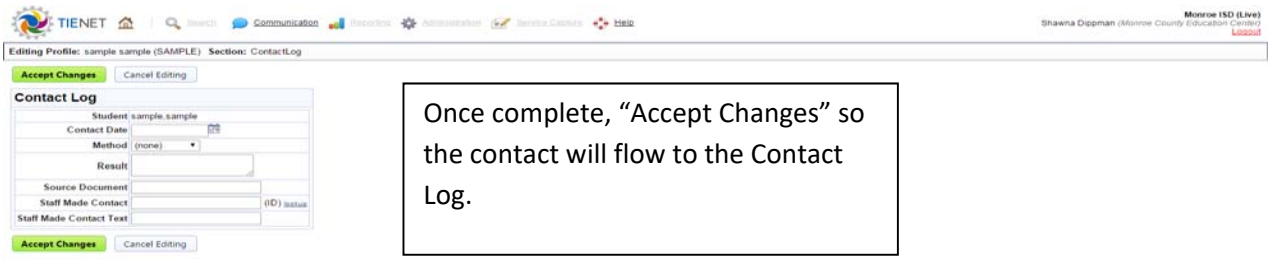
Select “Contact Logs”



Student	Contact Date	Method	Result	Source Document	Staff Made Contact	Staff Made Contact Text
sample,sample	10/22/2014	Phone	left message	Invitation to Attend a Meeting	Smith,Michelle	
sample,sample	10/24/2014	Phone	left message	Invitation to Attend a Meeting	Smith,Michelle	
sample,sample	11/03/2014	Phone	Left message to schedule mutually agreeable date/time	Invitation to Attend a Meeting	Landreth,Dana	
sample,sample	11/05/2014	Email	Parent confirmed date and time	Invitation to Attend a Meeting	Landreth,Dana	
sample,sample	11/07/2014	Mail	Invitation sent home with student	Invitation to Attend a Meeting	Landreth,Dana	
sample,sample	11/03/2014	Phone	Parent provided information for the REED.	REED Consent to Evaluate	Dippman,Shawna	
sample,sample	11/05/2014	Other	Parent requested REED be sent home.	REED Consent to Evaluate	Dippman,Shawna	
sample,sample	02/02/2015	Phone	left message	Invitation to Attend IEP Team Meeting	Dippman,Shawna	
sample,sample	02/04/2015	Email	confirmed	Invitation to Attend IEP Team Meeting	Dippman,Shawna	
sample,sample	02/03/2015	Phone	Left Message to schedule IEP date.	Invitation to Attend IEP Team Meeting	Jones,Paulette	



Fill in the information accurately and completely. The "Source Document" should be the name of the document the contacts are associated with. Example: Reed and Consent to Evaluate



Once complete, "Accept Changes" so the contact will flow to the Contact Log.

*This feature can be used anytime you contact the family outside of team meeting processes which require an invitation contact log. It can also be used when the contact is not considered part of your service delivery documented in Service Capture.

Examples:

- You would like to create an amendment and document the parent agreed that no IEP team meeting was needed.
- You called to celebrate great performance on an assignment or within a therapy session.