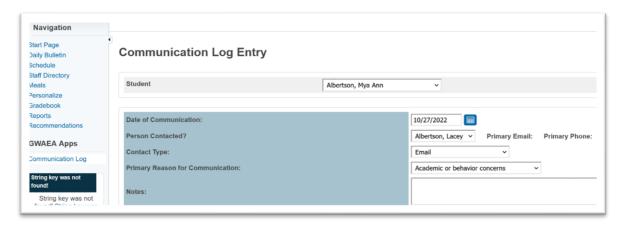# LOG PARENT COMMUNICATION - TEACHERS

*Click **Communication Log** in the left navigation bar to add a new entry, view or edit entries you've logged previously, or run reports*.

Communication Log Menu

Data Entry

- Add New Communication Log Entry
- View my Communication Log Entries

Reports

- My Communication Log Entries
- Communication Log Counts

To create a log from the PowerTeacher Start Page:

1. Click **Communication Log** in the left navigation column
2. Click **Add New Communication Log Entry**
3. Select a Student from the dropdown
4. Date will default to today---edit to reflect the actual date of communication
4. Select a Contact (will pull from Student Contacts as listed in PowerSchool---email & phone will populate from that information)
5. Select a Contact Type from the dropdown
6. Select a Primary Reason for Communication from the dropdown
7. Enter Notes to reflect the outcome of the communication
8. Click **Save**

To edit a log from the PowerTeacher Start Page:

1. Click **Communication Log** in the left navigation column
2. Click **View my Communication Log Entries**
3. Click **Edit** to the left of the entry
4. Make changes as needed
5. Click **Save**

Teachers can only edit entries for logs they have created.