

Synergy Quick Reference Guide

Logging Contact with Parents or Guardians

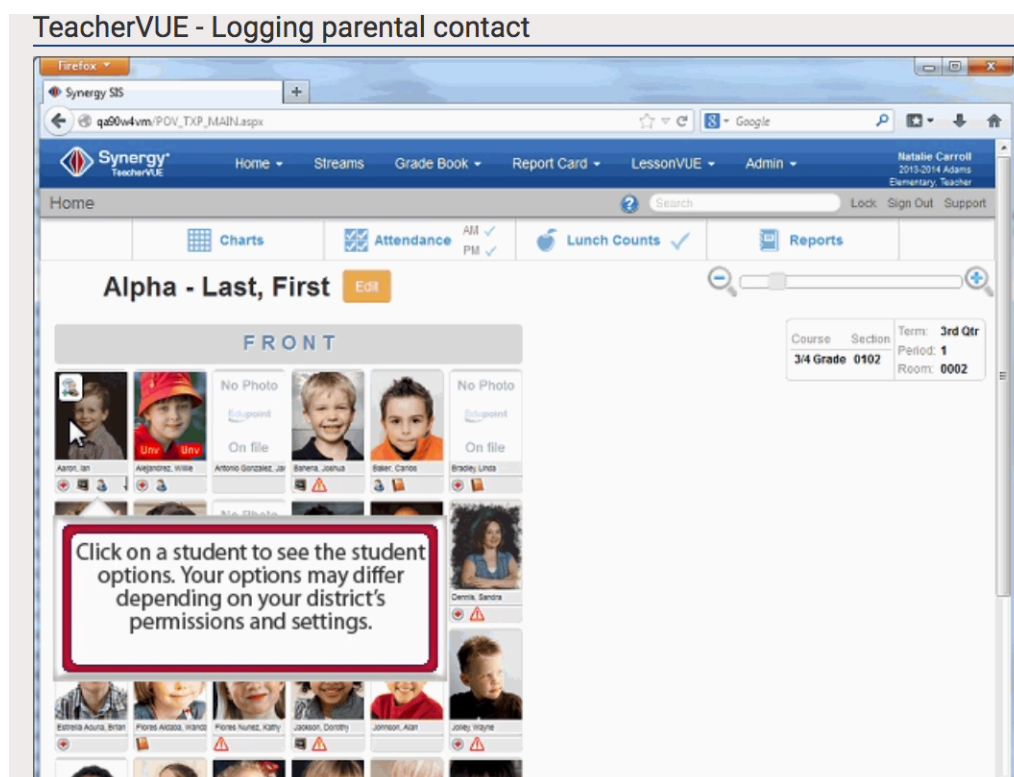
Through TeacherVUE, you can enter notes that record contacts made with parent(s)/guardian(s) who are using ParentVUE and StudentVUE web portals.

Logging Contacts with Student and/or Parent(s)/Guardian(s)

Step 1

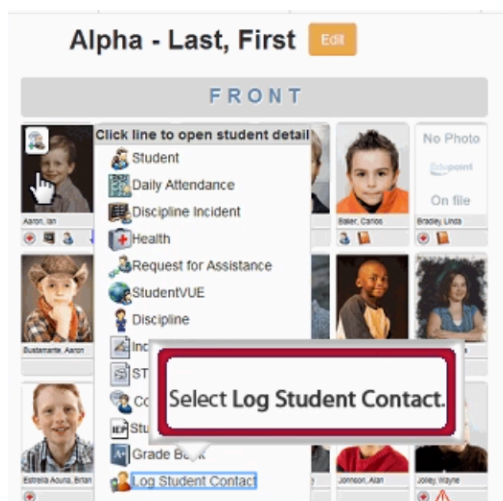
TeacherVUE > Home > Communication

After logging into TeacherVUE, select a student and click the student's photo (or the spot where a student should be).



Step 2

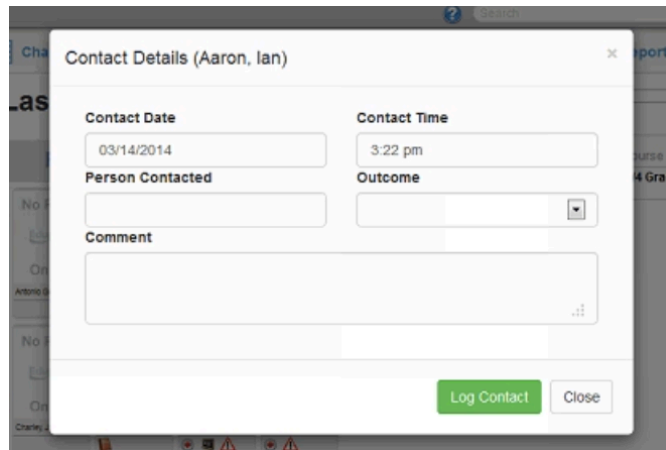
Select **Log Student Contact** from the student's drop down menu.



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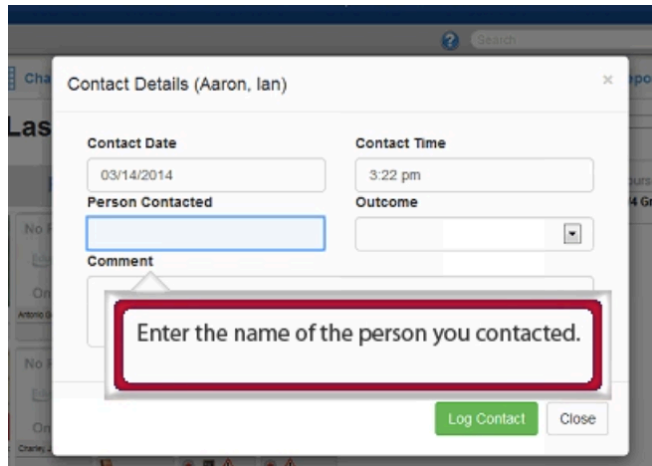
Step 3

The **Contact Details** screen pops up. The Contact Details screen will automatically default the **Contact Date** and **Contact Time** to today's date and the time you are entering the information. You can override the date and time to record the actual contact date and time when needed.



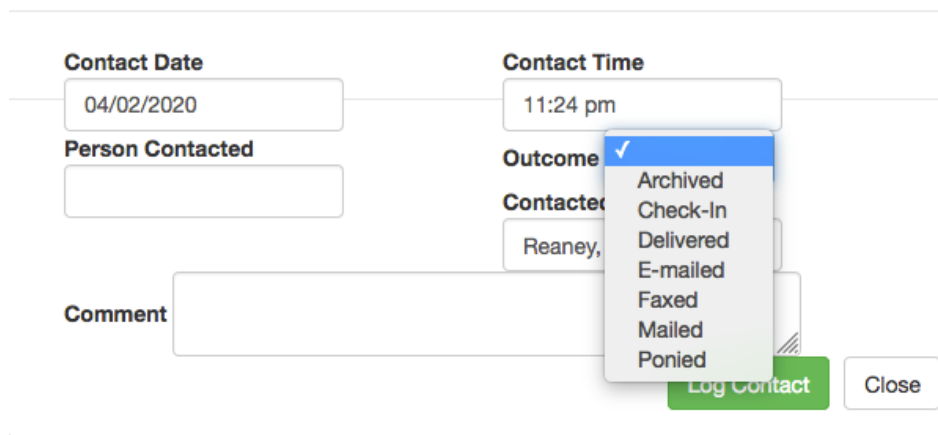
Step 4

Enter the name of the **Person Contacted**.



Step 5

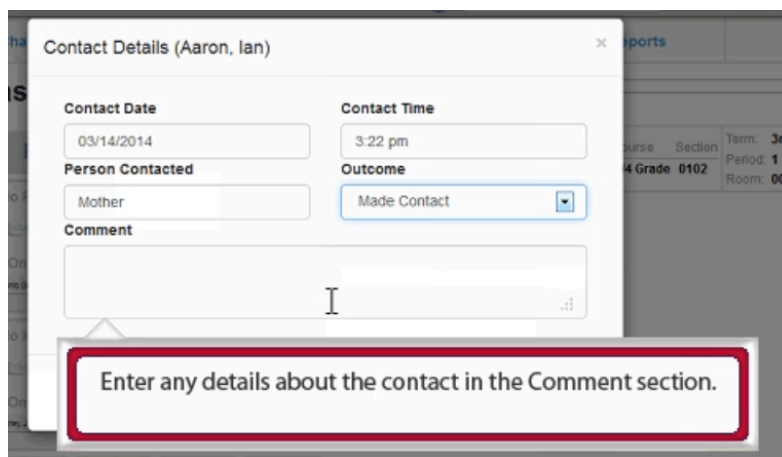
Select the **Outcome** from the drop down menu. There are seven choices available:
1. Archived; 2. Check-in; 3. Delivered; 4. E-mailed; 5. Faxed; 6. Mailed; and, 7. Ponied



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Step 6

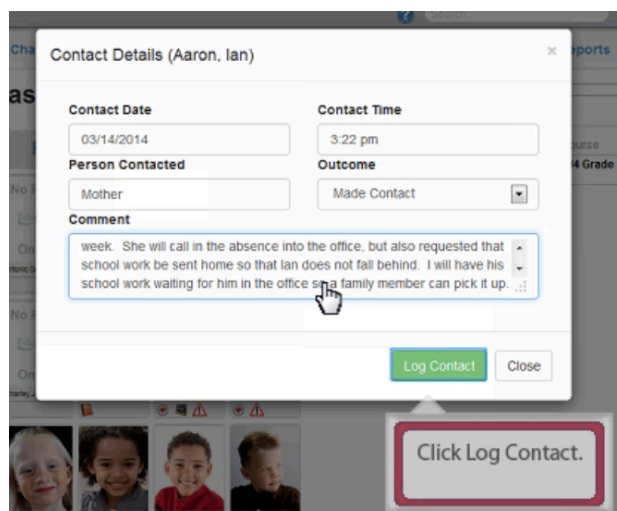
Enter any details about the contact in the **Comment** section.



The screenshot shows a 'Contact Details (Aaron, Ian)' form. The 'Comment' section is highlighted with a red box and an arrow pointing to it. The form includes fields for 'Contact Date' (03/14/2014), 'Contact Time' (3:22 pm), 'Person Contacted' (Mother), and 'Outcome' (Made Contact). The 'Comment' field is empty, and a red box with the text 'Enter any details about the contact in the Comment section.' is overlaid on it.

Step 7

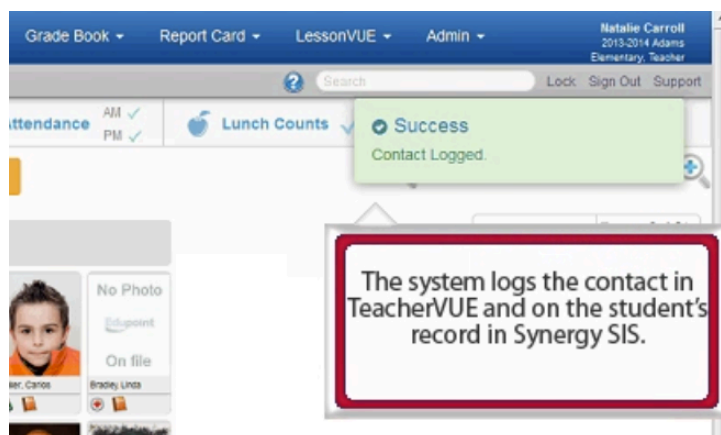
Click **Log Contact** after all information has been entered.



The screenshot shows the 'Contact Details (Aaron, Ian)' form with the 'Log Contact' button highlighted by a red box and an arrow. The 'Comment' field now contains text: 'week. She will call in the absence into the office, but also requested that school work be sent home so that Ian does not fall behind. I will have his school work waiting for him in the office so a family member can pick it up.' The 'Log Contact' button is green and labeled 'Log Contact', and there is a 'Close' button next to it.

Step 8

After the contact is logged, a message displays stating that your contact was successfully logged into TeacherVUE and on the student's Synergy record.



The screenshot shows the TeacherVUE interface with a green 'Success Contact Logged.' message. A red box with the text 'The system logs the contact in TeacherVUE and on the student's record in Synergy SIS.' is overlaid on the message. The interface includes a top navigation bar with 'Grade Book', 'Report Card', 'LessonVUE', and 'Admin' tabs, and a search bar. Below the message, there is a student profile card for 'Brady, Carlos'.

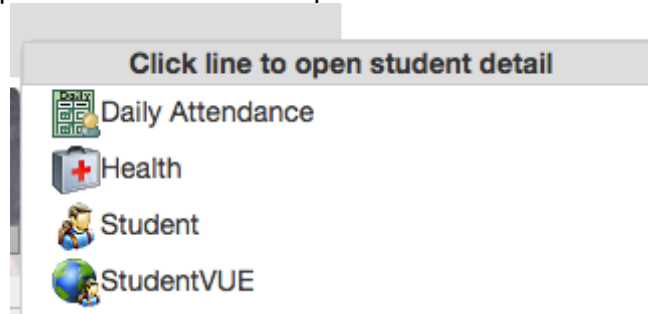
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Step 9

The Student Contact is logged and found in:

TeacherVUE:

Click on the student's photo to activate the drop down menu. Select first Student icon.



Go to the Contact Log tab.

Demographics Parent/Guardian Emergency Classes Documents Access Contact Log Additional Alerts							
Student Contact Log							
Line	Date	Time	Person Contacted	Contact By	Contact Type	Outcome	Comments
1	04/01/2020	2:04 PM	[REDACTED]		Home	Check-In	
2	03/31/2020	8:32 PM	[REDACTED]		Home	Check-In	

Synergy SIS:

Click on the **Student Contact Log** tab.

Demographics	Parent/Guardian	Other Info	Emergency	Enrollment	Enrollment History	Classes	Documents	Student Contact Log
Notes	Schedule FTE	Protected Information	Additional	Alerts	Transfers			

Last Name (Legal)	First Name (Legal)	Middle Name	Suffix	Student ID	Grade	Gender
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

☒ Student Contact Log

Line	Date	Time	View	Contact Type	Person Contacted	Contact By	Outcome	Comments
1	04/01/2020	2:04 PM		Home	[REDACTED]		Check-In	
2	03/31/2020	8:32 PM		Home	[REDACTED]		Check-In	

Video Training Link:

<https://sistrain.cascadetech.org/SynergyVideos/TeacherVUE/Logging%20parental%20contact.html>