



Wisconsin PowerSchool  
User's Group Meeting  
November 18<sup>th</sup>-19<sup>th</sup>, 2009  
*Kalahari Resort,  
Wisconsin Dells*

# Log Entries

 Brenner Associates

PEARSON  


# Log Entries in PowerSchool

Log entries are used to create a record regarding a student's behavior, performance, or activity. Many schools use log entries to chronicle disciplinary actions. Log entries can also be used to record students' positive achievements.

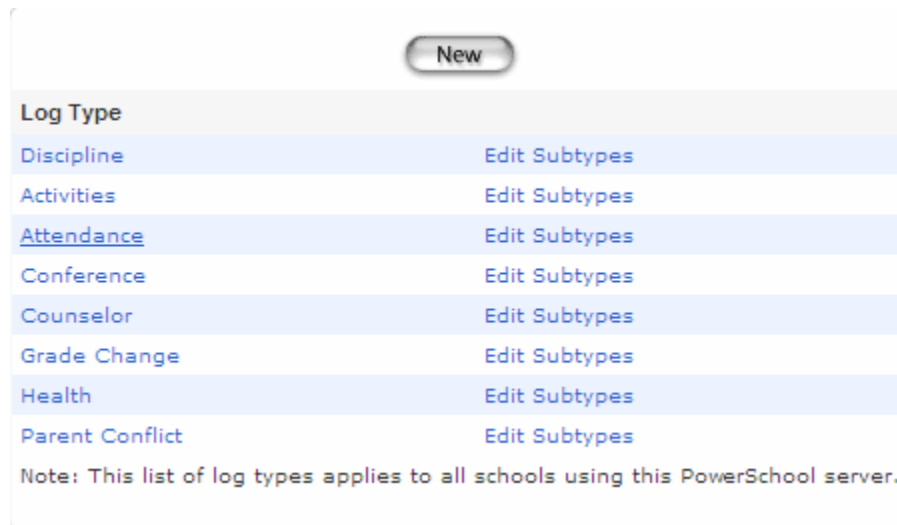
## I. Setup of the Log Entry Screen

1. Log into the District Office.
2. Select District from the Setup Menu.
3. Select Log Types from the General Functions section.

## Log Types

Log types are used to group log entries by classification indicating the nature of a log entry. Additionally, subtypes can be created within each log type to further characterize the log entry. For example, a log entry related to cheating on a test is discipline-related. Discipline is the log type, and cheating is the subtype.

- As they are setup at the district office they apply to all schools
- Click New to add a new Log Type
- Click Edit Subtypes to add codes specific to the selected log type



## Log Entry Fields

Select Log Entry Fields from District/General Functions

- You have 44 fields that you can place on you log entry screen (not all are shown on the screen capture below)
- Sort Order determines the order they appear on the Log Entry Screen.
- Select Hide to remove a field from the Log Entry Screen.
- You can further customize existing fields to suit your needs.
- Place the ISES discipline related fields last to insure accuracy for ISES reporting.

Field Name	Field Label	Description	Sort Order
Entry_Date	Date	The date when the Log entry was created	1
Entry_Time	Time	The time when the Log entry was created	2
Entry_Author	Author	The name of the person who created the Log entry	3
LogType	Log Type	Describes the Log entry type	4
Subject	Title	A summary of the incident	6
Category	Category	The incident category	7
Subtype	Subtype (optional for discipline)	Describes the Log entry subtype	8
Consequence	Consequence (optional for discipline)	The outcome for the incident	9
Entry	Log Entry Text	The textual description of the incident	10
Discipline_IncidentDate	ISES Incident Date (MM/DD/YYYY)	The date of the incident	11
Discipline_IncidentType	<b>ISES Primary Incident Type</b>	Describes the type of the incident	12
Discipline_IncidentTypeCategory	ISES Sec. Incident Type	The incident type category	13
Discipline_ActionTaken	ISES Removal Type	A summary of the action that was taken	14
Discipline_ActionDate	ISES Start Date of Removal	The date when action was taken	15
Discipline_DurationActual	ISES Days Removed (Enter as whole/half days)	The actual duration of the action that was taken	16
Discipline_ActionTakenEndDate	ISES Expulsion Return Date	The date when the Action Taken ended	17
Custom	Custom	A custom field	(Hide)
Discipline_ActionTakenDetail	Action Taken Detail	A detailed description of the action that was taken	(Hide)
Discipline_AlcoholRelatedFlag	Alcohol Related	Indicates that the incident was (was not) alcohol related	(Hide)
Discipline_DrugRelatedFlag	Drug Related	Indicates that the incident was (was not) drug related	(Hide)
Discipline_DrugTypeDetail	Drug Type	A detailed description of the drugs involved	(Hide)
Discipline_DurationAssigned	Duration (Assigned)	The assigned duration of the action that was taken	(Hide)

- Fields which are of the Input Type of Popup menu can then have codes associated with them.
- Use the Help menu ? To fully understand your options here.

Option	Value
Field Name	Discipline_IncidentLocation
Field Label	<input type="text" value="Incident Location"/>
Input Type	Popup menu ▾
Width (applies only to 'entry field' and 'entry box' types)	<input type="text" value="0"/> (width in characters)
Height (applies only to 'entry box' type)	<input type="text" value="0"/> (height in lines)
Data for Popup or Radio buttons (press return after each entry)	<pre> ;Please Select;* C;School Grounds Or On Campus O;School Sponsored Off-Campus Activity T;School Sponsored Transportation </pre>

## II. Entering Log Entries

1. Log into the school you wish to search for log entries.
2. "Find": the student(s) for whom you wish to make a log entry. You can use any of the normal search options.
3. Select Log Entries from the Administration area of the Student menus.
4. Click NEW to add a new log entry.

### Log Entries

[Edit Discipline Alert](#)

Date	Description
8/3/2009	Abram, Michael - -

5. Select the appropriate Log type and complete the appropriate fields.

Date & Time	<input type="text" value="11/12/2009"/>	<input type="text" value="10:21 PM"/>
Author	<input type="text" value="Lund, James"/>	
Log Type	<input type="text"/>	
Title	<input type="text"/>	
Category	<input type="text"/>	
Subtype (optional for discipline)	<input type="text"/>	
Incident Location	<input type="text" value="Please Select"/>	
Consequence (optional for discipline)	<input type="text" value="Please Select"/>	
Log Entry Text	<input type="text"/>	

6. Click Submit when complete.

### III. Search Log Entries

1. Log into the school you wish to search for log entries.
2. Select Special Functions from the Functions Menu.
3. Select Search Log Entries.
4. Select the log type you wish to search for
5. You can narrow you search by using the Subtype and Consequence options.
6. You can further narrow your search by using the additional options on the Search page.

#### Log Entries Search

Option	Value
Log Type *	<input type="text" value=""/>
Log Subtype	<input type="text" value=""/>
Log Consequence	<input type="text" value=""/>
Contain this text	<input type="text" value=""/>
And contain this text	<input type="text" value=""/>
Does not contain this text	<input type="text" value=""/>
Title contains this text	<input type="text" value=""/>
Entered on or after this date	<input type="text" value=""/>
Entered on or before this date	<input type="text" value=""/>
Student Grade Level	<input type="text" value=""/>
Author	<input type="text" value=""/>
Sort by	<input type="text" value="Date, then name"/>

\* Must choose a log type before searching

Submit

## Log Entry Functions

The Log Entry Functions page will indicate the number of log records that were found based on the search criteria you specified.

At this point you have 3 options

**What do you want to do with the 6 Log records you have selected?**

[List Log Entries](#) Prints a quick list of currently selected Log records.

[Print a Report](#) Prints a report for currently selected Log records.

[Quick Export](#) Exports data on currently selected Log records.

## List Log Entries

- You can print the resulting page
- Copy and Paste the results to a work document, Excel etc.

6 Log entries found	
7/20/2009	Barlow, Elysa F z8, 8 : headache @ 9:30
7/20/2009	Thompson, Alison P Lund, James : Student complained of stomach pain. went back to call after 1 hour
7/20/2009	Vela, Yoanna P z9, 9 : Kid vomitted
7/30/2009 07	Baker, Cole Lund, James : Student piched finger in door. Applied ice.
7/30/2009 07	Weigel, Cassandra V z1, 1 : Student fell in the gym and hurt ankle.
11/12/2009 02	Ahlberg, Emmy Lund, James : Upset Stomach

## Print Log Entries

- Select an available report to print for the selected students

Option	Value
Which report would you like to print?	<input type="text" value="Class Attendance Audit"/>
Which Log Entries?	<input type="radio"/> The Log records for Thompson, Alison P <input checked="" type="radio"/> The 6 selected Log records <input type="radio"/> Only the first <input type="text" value="6"/> pages.
Watermark Text	<input type="text"/> <input type="text"/>
Watermark Mode	<input type="text" value="Overlay"/>
When to print	<input type="text" value="ASAP"/> <input type="text"/> <input type="text"/> <input type="text"/>

## Export Log Entries - Export the 6 Log Entries

- Select the fields you wish to export using the field's link.
- This is an expanded fields list which includes the actual log entry fields.
- You could merge the resulting fields to a word doc.

Field Delimiter	<input type="text" value="Tab"/>
Record Delimiter	<input type="text" value="CR"/>
<input type="checkbox"/> "Surround Fields"	<input checked="" type="checkbox"/> Column titles on 1st row

Fields

## IV. ISES Reporting

### Log Entry Setup

Select District Office/District/Log Entry Fields

These fields must be selected for display in your Log Entry Screen:

The codes for Incident Type have changed over the last couple of years. If you are unsure if yours are correct, see below.

Place the ISES fields *after* the fields you elect to place on you log Entry Screen to assist with data entry of ISES reportable incidents.

Discipline_IncidentDate	ISES Incident Date (MM/DD/YYYY)	The date of the incident
Discipline_IncidentType	<b>ISES Primary Incident Type</b>	Describes the type of the incident
Discipline_IncidentTypeCategory	ISES Sec. Incident Type	The incident type category
Discipline_ActionTaken	ISES Removal Type	A summary of the action that was taken
Discipline_ActionDate	ISES Start Date of Removal	The date when action was taken
Discipline_DurationActual	ISES Days Removed (Enter as who/e/half days)	The actual duration of the action that was taken
Discipline_ActionTakenEndDate	ISES Expulsion Return Date	The date when the Action Taken ended

Select Discipline\_IncidentType

Data for Popup or Radio buttons  
(press return after each entry)

```
;ISES Required Types, Please Select;*
HG;Handgun
SG;Shotgun or Rifle
OF;Other Firearm
DW;Dangerous Weapon (NOTfirearm)
AS;Assault
AE;Endangering Behavior
DG;Drugs
AL;Alcohol Related
SR;Other violaton of school rules
```

## Select Discipline\_IncidentTypeCatagory

Data for Popup or Radio buttons  
(press return after each entry)

```
;ISES Required Types, Please Select;*
HG;Handgun
SG;Shotgun or Rifle
OF;Other Firearm
DW;Dangerous Weapon (NOTfirearm)
AS;Assault
AE;Endangering Behavior
DG;Drugs
AL;Alcohol Related
SR;Other violaton of school rules
```

## General Tips on the ISES fields

### Discipline\_IncidentDate (ISES Incident Date)

- This can be used for any discipline occurrence you wish to record in PowerSchool, just because a date is entered here does not mean it will be reported to ISES.
- This will default to the current date.
- It needs to be the actual incident date.

### Discipline\_IncidentType (ISES Primary ISES Incident Type)

- You should only have the codes indicated above setup for this field. If you administration desires to record other occurrences, use the sub-types option for their desired reporting.

### Discipline\_IncidentTypeCatagory (ISES secondary Incident Type)

- You should only have the codes indicated above setup for this field. Only select a incident type if applicable.

### Discipline\_ActionTaken (ISES Removal Type)

- A entry selected here is what will triggers that the incident will be reported when the ISES Discipline Report is run.

### Discipline\_ActionDate (ISES Removal Date)

- This will default to the current date.
- It needs to be the actual start date of the removal.

### Discipline\_DurationActual (ISES Removal Date)

- The number of days the student will be removed due to the occurrence. This must be entered as whole/half days.