

PowerSchool Handbook

Log Entry and Student Referral

Version 4.4
December 20, 2021



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About This Handbook

This handbook was created by the San Diego Unified IT Training Team as reference material for school counselors and administrators using Log Entries in PowerSchool. It is updated periodically by the San Diego Unified IT Training Team. The student names and data are fictitious. If you have any questions about how to execute these tasks in PowerSchool, please contact the **IT Help Desk: (619)209-Help**.



Department Contacts

- If you are a School Counselor and have questions regarding district policies or procedures, please contact **The Counseling and Guidance Department** at (619)725-7330.
- If you are an administrator and have questions about district policy or procedures, please contact Rick McFall in **Placement and Appeals Office** at (619) 725-5660.

Part 1:

Create a Log

Entry

Log Type Descriptions

Currently there are 5 types of Log Entries recorded in PowerSchool.

- **Administrator** - This Log Type can be used by school administrators and other authorized school staff to enter information related to student conferences, notifications, and behavior incidents that are not part of the Incident Management system (i.e., behaviors not associated with a numerical or [NS] code).
- **School Counselor**- This Log Type can be used by school counselors to enter information related to counseling services, student conferences, site-based interventions, and behavior supports.
- **School Counselor Archive**-This is the original school counselor log type. In September 2018, it was replaced by the current School Counselor log type.
- **Records Access** - This Log Type can be used by registrars and other authorized school staff to enter information related to requests for student records from parents, school districts, or other inquiring parties.
- **Student Referral from PowerTeacher**– These Log Entries are submitted for rostered students by classroom teachers within the Student Referral page located in PowerTeacher. Site administrators will access these entries via PowerSchool to review and process the submissions.

Important: *Log Entries are not intended for private use. Data is not confidential. Log Entries are not to be used for keeping personal records on students or note taking.* DO NOT enter student names. Use either first name/last name initials OR student ID number.

PowerSchool Security Settings Required

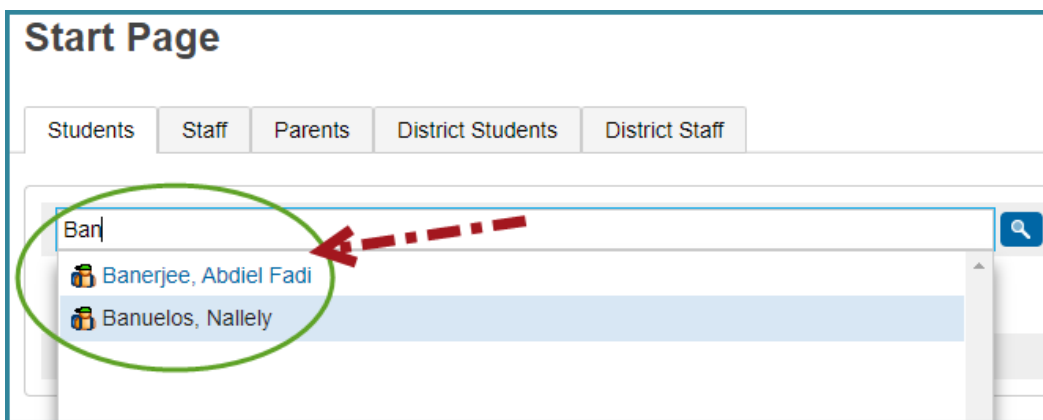
All Log Entry access requires particular security settings to be enabled. If you are authorized to have access to Administrator, School Counselor or Student Referrals, your site or department Power User will enable security access upon request. Without appropriate security access you will not be able to view any of the Student Referrals or Log Entry data. Consult with your Power User if you have questions.

Administrator Log Entry

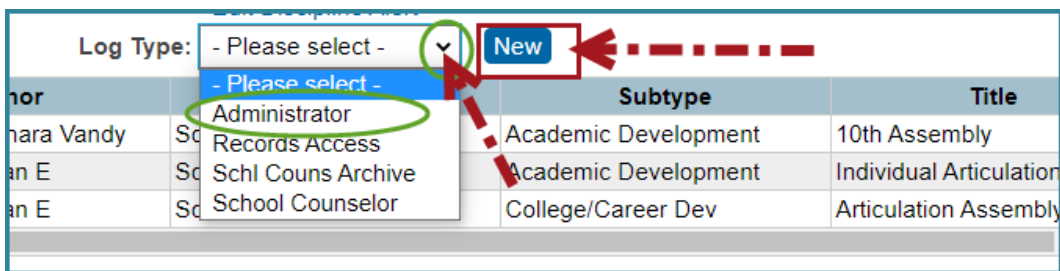
This Log Type can be used by school administrators and other authorized school staff to enter information related to student conferences, notifications, and behavior incidents that are not part of the Incident Management (i.e., behaviors not associated with a numerical or [NS] code). For a complete list of suspension and non-suspension behavior codes, refer to the PowerSchool Incident Management handbook. You may use the link located on the Start Page in PowerSchool for Handbooks and Job Aids.

To create a new Administrator log entry:

1. From the start page, search and select a **student name**.

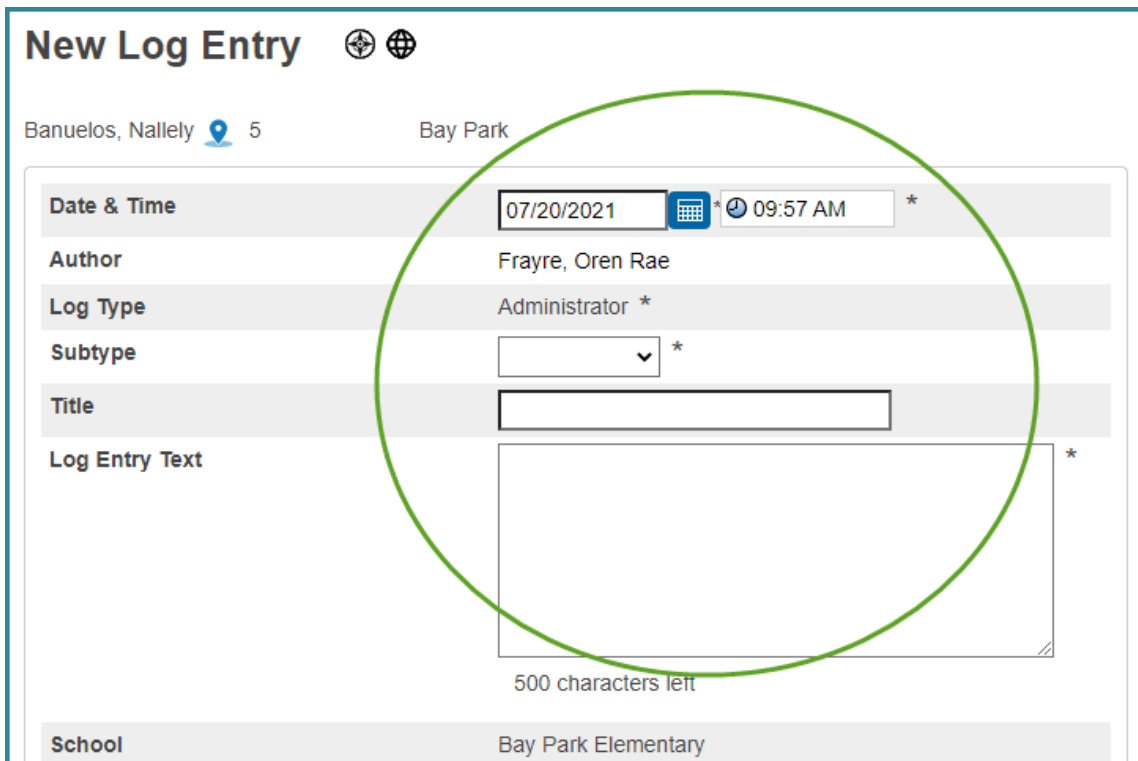




2. Click **Log Entries** from the Student Menu.
3. Select **Log Type** of **Administrator**, then click **New**.





4. Configure the **New Log Entry** screen as follows:

Date and Time	Change value as needed (current date default).
Author	Your login name auto-populates here.
Log Type	Auto-populates with selected Log Type selected in step 5.
Subtype	Select the appropriate Subtype from the menu.
Title	Enter a brief, descriptive title or subject.
Log Entry Text	Enter a summary or description
School	Auto-populates to the school you are logged into.



New Log Entry  

Banuelos, Nallely  5 Bay Park

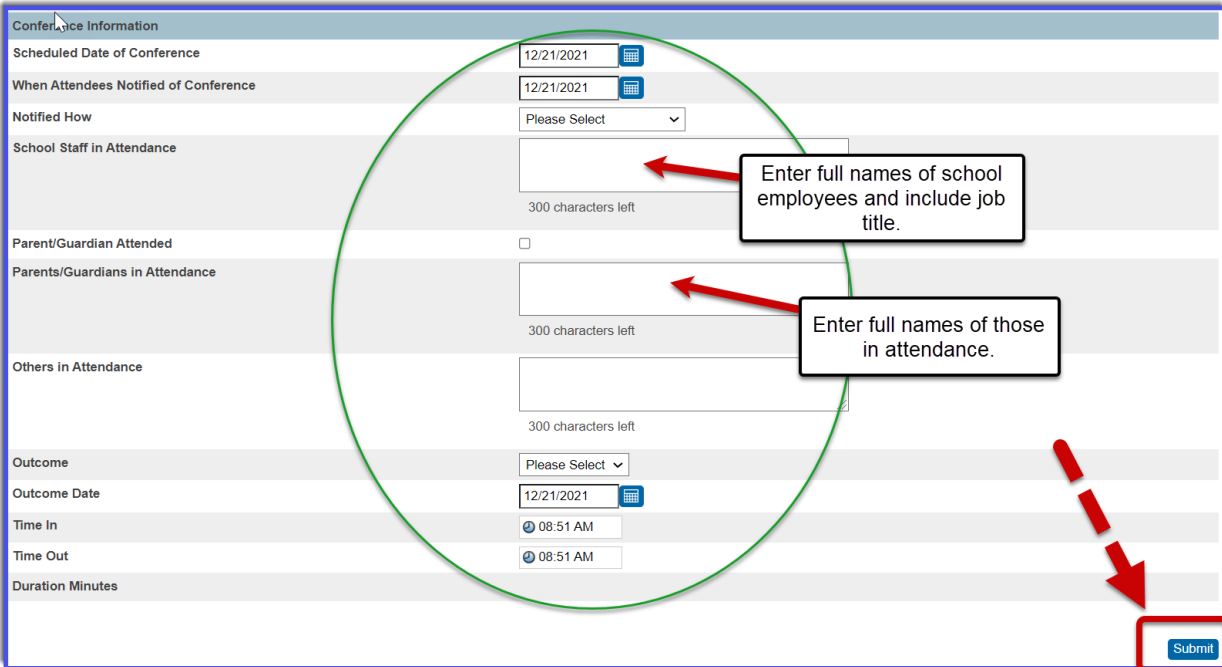
Date & Time	07/20/2021  * 09:57 AM *
Author	Frayre, Oren Rae
Log Type	Administrator *
Subtype	<input type="text"/> *
Title	<input type="text"/>
Log Entry Text	<input type="text"/> *

500 characters left

School Bay Park Elementary

5. Continue configuring the New Log Entry **Conference Information** section as follows:

Scheduled Date of Conference	Select date of the scheduled conference (current date default).
When Attendees Notified of Conference	Select date of the notification of the conference (current date default).
Notified How	Select method of notification from the dropdown menu.
School Staff in Attendance	Enter full names of school employees/staff who attended the conference. <i>For example:</i> Last name, first name, and position or title
Parent/Guardian Attended	Check box if parents or guardians attended the conference.
Parents/Guardians in Attendance	Enter full names of parents/guardians who attended. <i>For example:</i> Last name, first name, and relationship
Others in Attendance	Enter full names of other individuals who attended. <i>For example:</i> Last name, first name, and position/relationship/title
Outcome	Select the conference status from the dropdown menu.
Outcome Date	Select the date the conference was held, or an outcome was reached (current date default).
Time In	Set to reflect the start time of the conference (current time default).
Time Out	Set to reflect the end of the conference (current time default).
Duration Minutes	Auto-calculates total meeting time in minutes.



Conference Information

Scheduled Date of Conference: 12/21/2021

When Attendees Notified of Conference: 12/21/2021

Notified How: Please Select

School Staff in Attendance: 300 characters left

Parent/Guardian Attended:

Parents/Guardians in Attendance: 300 characters left

Others in Attendance: 300 characters left

Outcome: Please Select

Outcome Date: 12/21/2021

Time In: 08:51 AM

Time Out: 08:51 AM

Duration Minutes:

Submit

6. Click **Submit** to complete your Log Entry.
7. If you successfully filled in all the required fields, the **Changes Recorded** screen will display. If you have incomplete required fields, the system will require you to fill them in.

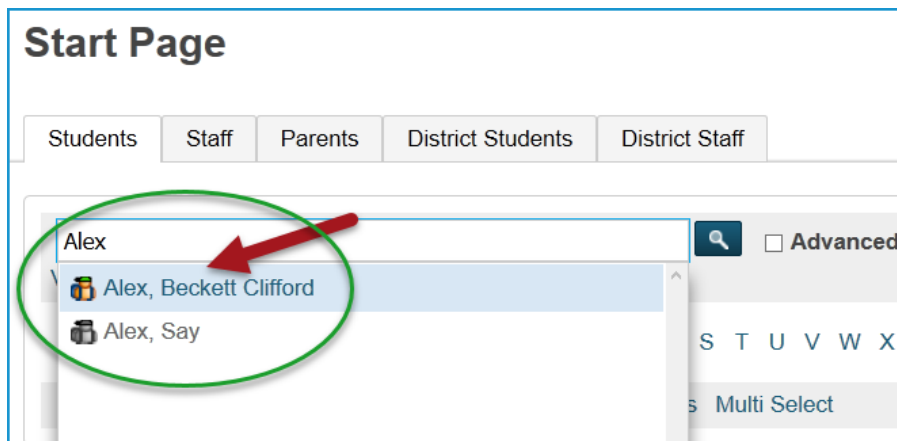
✓ The changes have been recorded.

School Counselor Log Entry

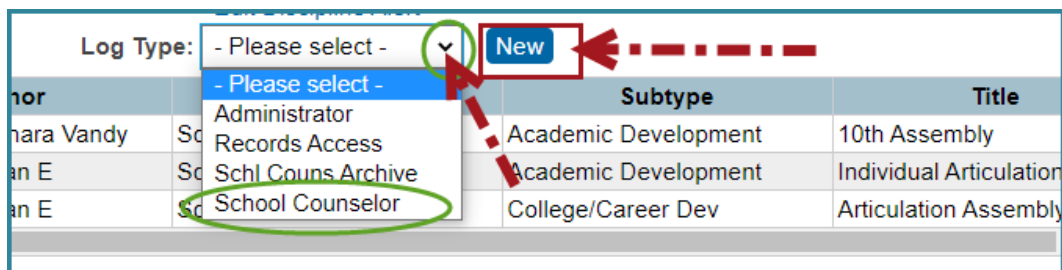
This Log Type is only to be used by school counselors to enter information related to counseling services, student conferences, site-based interventions, and behavior supports. If you are a School Counselor and have questions regarding district policies or procedures, please contact **The Counseling and Guidance Department** at (619)725-7330.

To create a new School Counselor log entry:

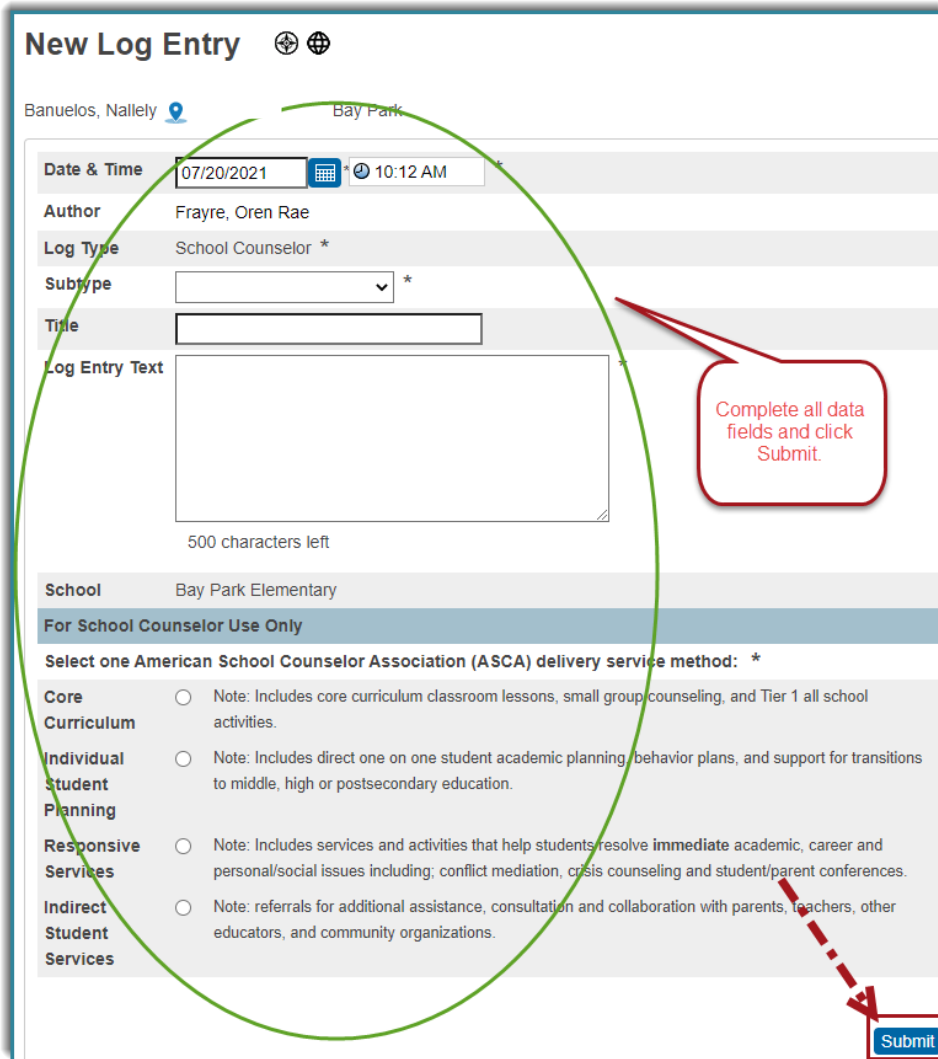
1. From the start page, search and select a student name.



2. Select **Log Entries** from the student menu.
3. Select **Log Type** of **School Counselor**, then click **New**.



4. Configure the **New Log Entry** screen:



New Log Entry 🌐

Banuelos, Nallely 📍 Bay Park

Date & Time 07/20/2021 📅 10:12 AM *

Author Frayre, Oren Rae

Log Type School Counselor *

Subtype [dropdown] *

Title [text box]

Log Entry Text [text area]
500 characters left

School Bay Park Elementary

For School Counselor Use Only

Select one American School Counselor Association (ASCA) delivery service method: *

- Core Curriculum** Note: Includes core curriculum classroom lessons, small group counseling, and Tier 1 all school activities.
- Individual Student Planning** Note: Includes direct one on one student academic planning, behavior plans, and support for transitions to middle, high or postsecondary education.
- Responsive Services** Note: Includes services and activities that help students resolve **immediate** academic, career and personal/social issues including: conflict mediation, crisis counseling and student/parent conferences.
- Indirect Student Services** Note: referrals for additional assistance, consultation and collaboration with parents, teachers, other educators, and community organizations.

Submit

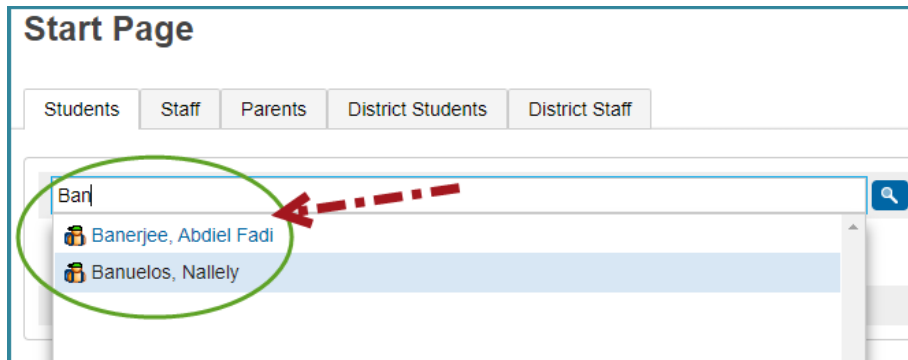
5. Click **Submit**.

Records Access Log Entry

This Log Type can be used by registrars and other authorized school staff to enter information related to requests for student records from parents, school districts, or other inquiring parties.

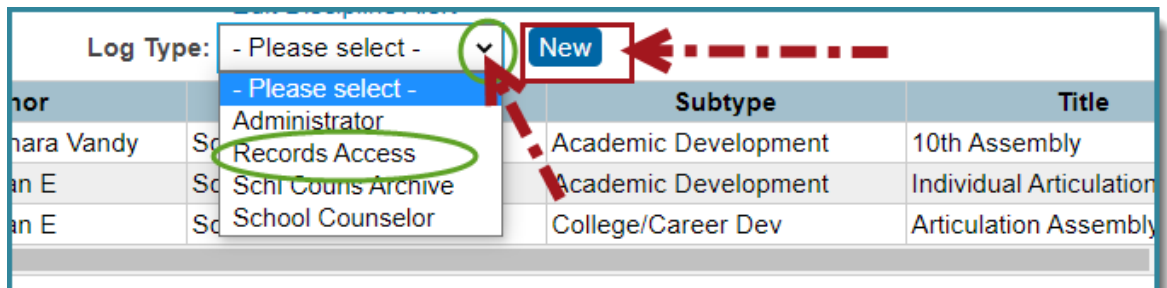
To create a new Records Access log entry:

1. From the start page, search and select a **student name**.



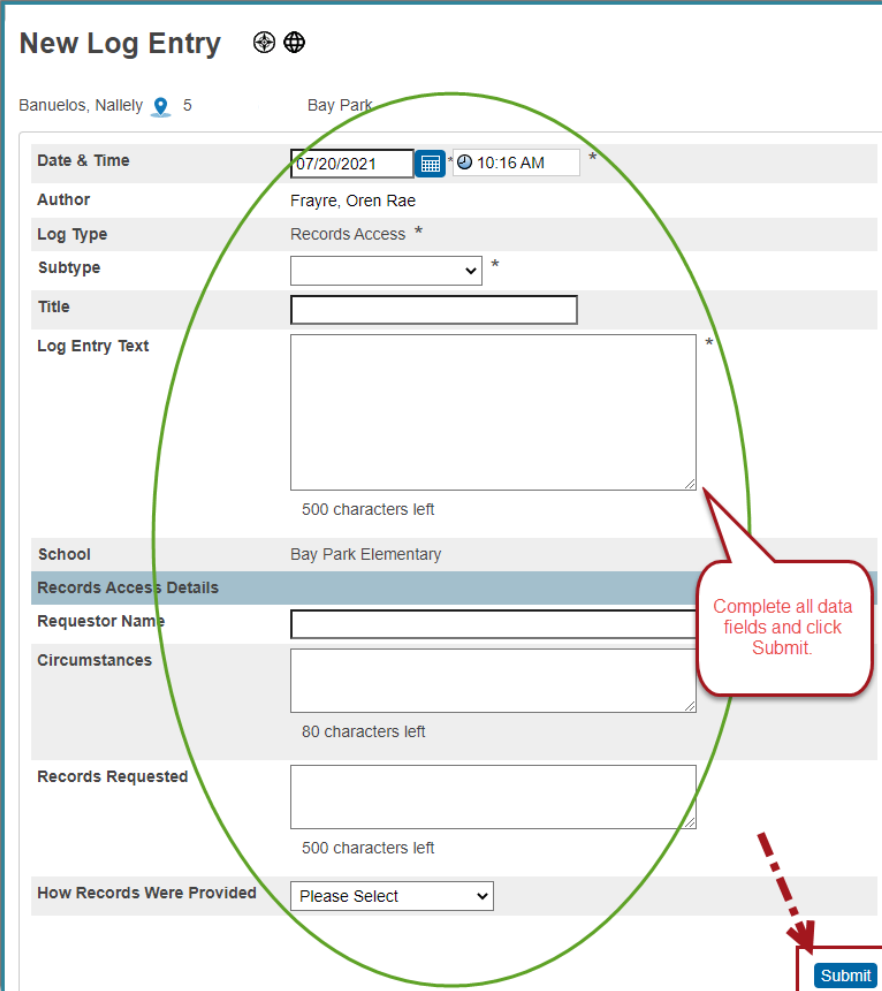
2. Select **Log Entries** from the Student Menu.

Select **Log Type** of **Records Access**, then click **New**.



3. Configure the **New Log Entry** screen as follows:

Date and Time	Change value as needed (current date default).
Author	Your name auto-populates here.
Log Type	Auto-populates with selected Log Type selected in step 5.
Subtype	Select the appropriate Subtype from the menu.
Title	Enter a brief, descriptive title or subject.
Log Entry Text	Enter the conference summary.
School	Auto-populates to the school you are logged into.



New Log Entry 📍 🌐

Banuelos, Nallely 5 Bay Park

Date & Time 07/20/2021 10:16 AM *

Author Frayre, Oren Rae

Log Type Records Access *

Subtype *

Title

Log Entry Text *

500 characters left

School Bay Park Elementary

Records Access Details

Requestor Name

Circumstances

80 characters left

Records Requested

500 characters left

How Records Were Provided Please Select

Submit

Complete all data fields and click Submit.

4. Complete **Records Access Details**, then click **Submit**.
5. If you have successfully filled in all the required fields, the Changes Recorded screen will display.

✓ The changes have been recorded.

Part 2:

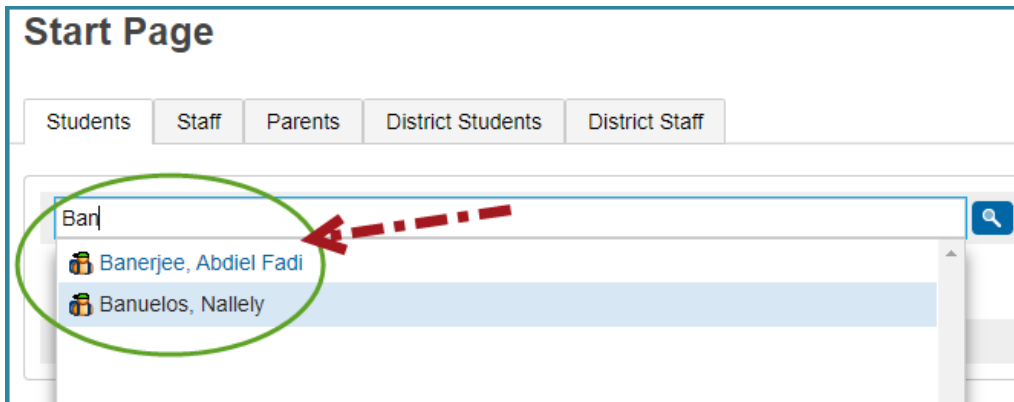
Edit Log Entry

Delete Log Entry

Log Entries in PowerSchool are associated with an individual student, even if the entry was created as a **Mass Assign Log Entry**. Log Entries can only be deleted one at a time, one student name at a time.

Note: Use extreme caution when deleting a Log Entry because the action can NOT be undone.

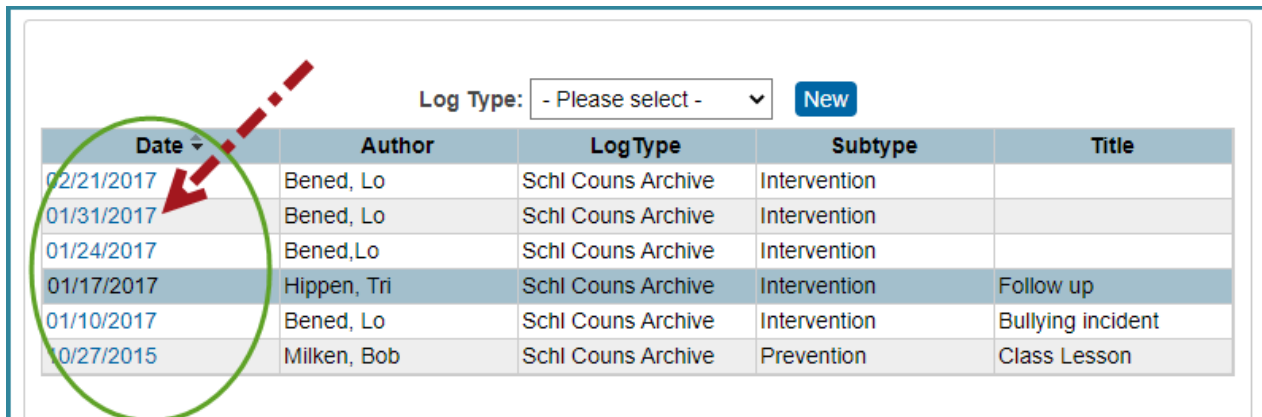
1. To **Delete** a **Log Entry**, first find and **select the student**.



2. Click on **Log Entries** from the Student Menu.

Note: PowerSchool will automatically take you to your previous search page after you make your student selection. If you were working on the **Log Entries** page, then PowerSchool will automatically reopen that page after your student selection. This is helpful when you are repeating the same action several times in a row for multiple students, one at a time.

3. Click the **date** to select the **Log Entry** you want to delete.



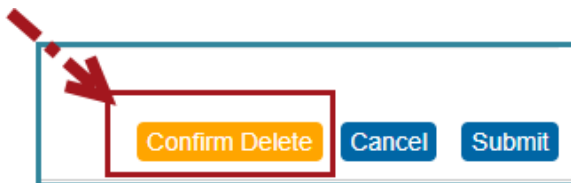
Date	Author	LogType	Subtype	Title
02/21/2017	Bened, Lo	Schl Couns Archive	Intervention	
01/31/2017	Bened, Lo	Schl Couns Archive	Intervention	
01/24/2017	Bened, Lo	Schl Couns Archive	Intervention	
01/17/2017	Hippen, Tri	Schl Couns Archive	Intervention	Follow up
01/10/2017	Bened, Lo	Schl Couns Archive	Intervention	Bullying incident
10/27/2015	Milken, Bob	Schl Couns Archive	Prevention	Class Lesson

4. Review the information in the **Log Entry** to confirm that you indeed want to continue with the deletion. Then, scroll to the bottom of the page and Click **Delete**.

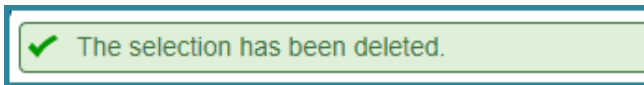


5. Click **Confirm Delete** to permanently remove the **Log Entry**. Click **Cancel** if you do not wish to delete the record.

Important: Use extreme caution when deleting a Log Entry because the action can NOT be undone.

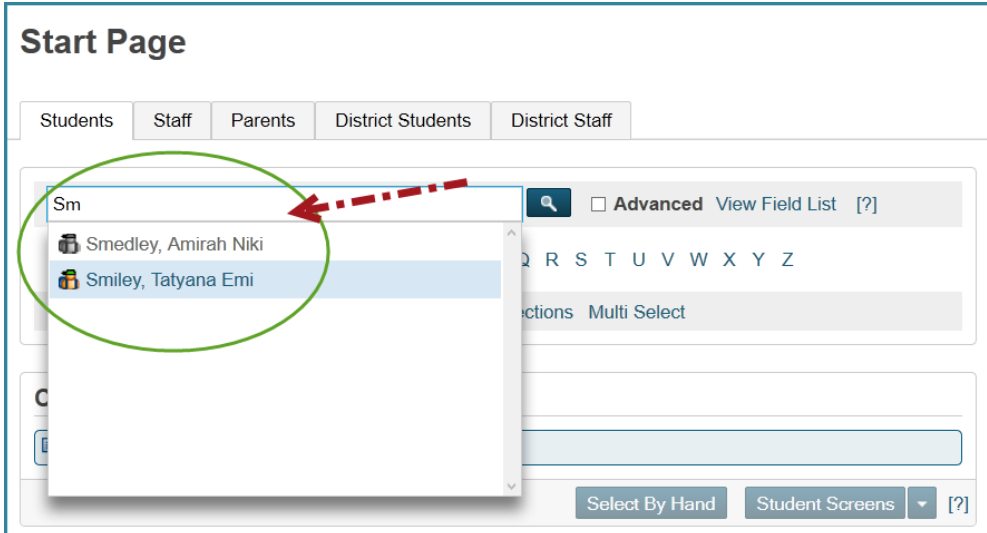


6. A message will display to confirm the deletion.



Edit a Log Entry

1. To edit a **Log Entry**, first find and select the student.



Start Page

Students Staff Parents District Students District Staff

Sm

Smedley, Amirah Niki

Smiley, Tatyana Emi

Advanced View Field List [?]

Q R S T U V W X Y Z

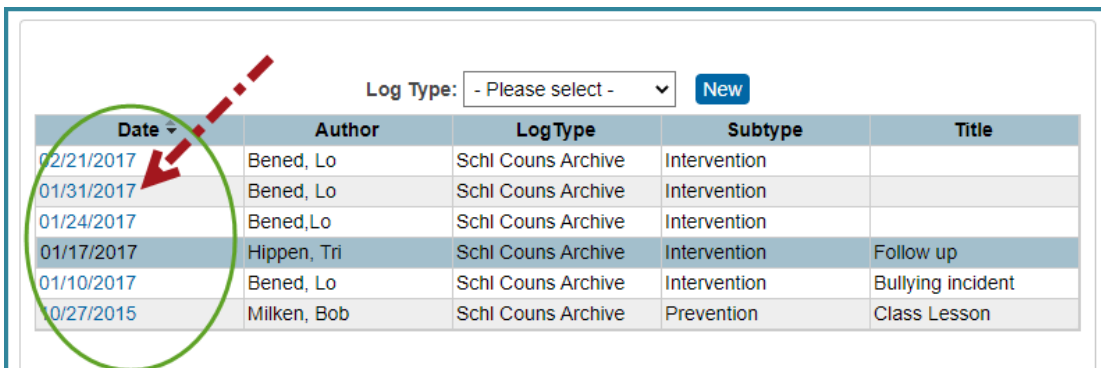
Multi Select

Select By Hand Student Screens [?]

2. Select **Log Entries** from the Student Menu.

Note: PowerSchool will automatically take you to your previous search page after you make your student selection. If you were working on the **Log Entries** page, then PowerSchool will automatically reopen that page after your student selection. This is helpful when you are repeating the same action several times in a row for multiple students, one at a time.


3. Click the **date** to select the **Log Entry** you want to edit.



Log Type: - Please select - New

Date	Author	Log Type	Subtype	Title
02/21/2017	Bened, Lo	Schl Couns Archive	Intervention	
01/31/2017	Bened, Lo	Schl Couns Archive	Intervention	
01/24/2017	Bened, Lo	Schl Couns Archive	Intervention	
01/17/2017	Hippen, Tri	Schl Couns Archive	Intervention	Follow up
01/10/2017	Bened, Lo	Schl Couns Archive	Intervention	Bullying incident
10/27/2015	Milken, Bob	Schl Couns Archive	Prevention	Class Lesson

4. Make changes to the Log Entry fields as needed and then Click **Submit**.
5. If you successfully filled in the required fields, the **Changes Recorded** screen will display.

 The changes have been recorded.

Part 3:

Mass Assign

Log Entry

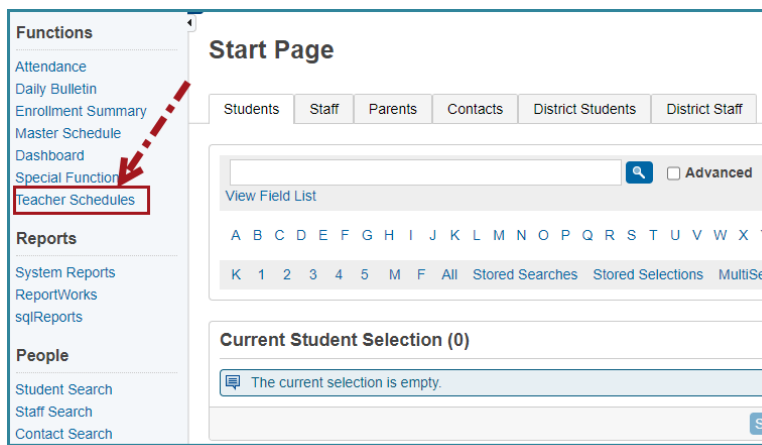
Mass Assign Log Entry – Using Current Student Selection

You can create a **Log Entry** for a single student, or you can use **Mass Assign Log Entries** to create a Log Entry for a selected group of students. This is convenient when you want to log student attendance at an academic conference or assembly, for example.

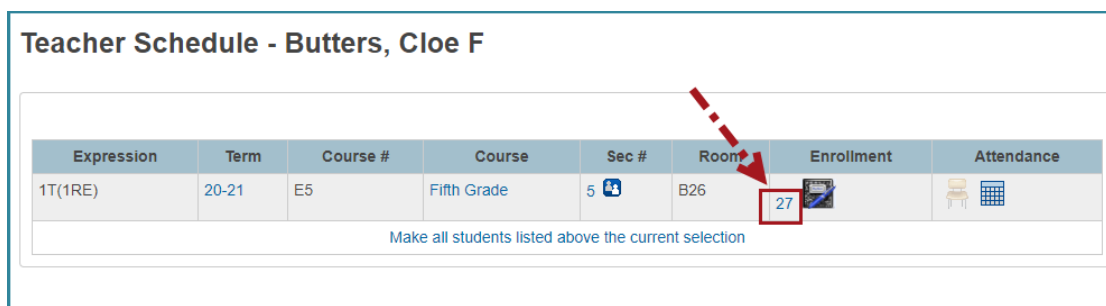
Select a Group of Students: By Teacher Class Roster

One way to select a group of students is through the teacher’s classroom roster.

1. From the **Start Page** under **Functions**, select **Teacher Schedules**.



2. Click the **teacher’s name** from the alphabetized list on the left-hand side of the page.
3. Then, click on the blue number in the **Enrollment** column to select the students in that class.



4. After clicking on the **Enrollment** number, the complete class roster will display. The default setting pre-selects all the students. You may deselect students by clicking on the check box next to the student's name. After you have your selected group of students, click **Make Current Student Selection**.

Class Roster: Exp. 1T(1RE) Fifth Grade

Teacher: Butters, Cloe F Course:Section: E5.5 Detailed View: Off

Select All

1. <input checked="" type="checkbox"/> Banuelos, Nallely	10. <input checked="" type="checkbox"/> Hightower, Hugo Robbie	19. <input checked="" type="checkbox"/> Simpelo, Coral Saige
2. <input checked="" type="checkbox"/> Barron, Aeden Haris	11. <input checked="" type="checkbox"/> Hopkins, Jeffery Corey	20. <input checked="" type="checkbox"/> Steadman, Jerry Franky
3. <input checked="" type="checkbox"/> Bocanegra, Kyrrah Sarai	12. <input checked="" type="checkbox"/> Librado, Janie Queen	21. <input checked="" type="checkbox"/> Straughn, Casey Xander
4. <input checked="" type="checkbox"/> Chaldez, Demian Jerico	13. <input checked="" type="checkbox"/> Lok, Ayman Darwin	22. <input checked="" type="checkbox"/> Tate, Karma Sherlin
5. <input checked="" type="checkbox"/> Dailey, Jerick Dale	14. <input checked="" type="checkbox"/> Manichanh, Kalissa Jenny	23. <input checked="" type="checkbox"/> Toussaint, Fredrick Tyrell
6. <input checked="" type="checkbox"/> Dove, Jaylen Yasmeen	15. <input checked="" type="checkbox"/> Mcallister, Rory Jc	24. <input checked="" type="checkbox"/> Troutman, Azaria Zaira
7. <input checked="" type="checkbox"/> Ford, Karter Destin	16. <input checked="" type="checkbox"/> Mingo, Anahy Cristal	25. <input checked="" type="checkbox"/> Urzua, Francis Aston
8. <input checked="" type="checkbox"/> Garcia Martinez, Ameer Jaydin	17. <input checked="" type="checkbox"/> Pelletier, Debra Samanta	26. <input checked="" type="checkbox"/> Vogel, Emmet Hezekiah
9. <input checked="" type="checkbox"/> Harrell, Isabell Belle	18. <input checked="" type="checkbox"/> Pelletier, Keigo Eduardo	27. <input checked="" type="checkbox"/> Yadav, Tyrese

Use checked students to:

Modify Current Student Selection: Make Current Student Selection Add to Current Student Selection

Make Current Student Selection and Modify Class Enrollments: Enroll into Different Class ▶ Drop from this Class ▶

5. The students selected have become your **Current student selection** group.

Group Functions

Current student selection: 27

Select Students By Hand	Allows for manual selection of a subset of students from currently selected students.
Student Screens	Shows student pages for currently selected students.
Attendance	
Attendance Change	Changes attendance records for one or many days for currently selected students.
Search By Grades/Attendance	Searches currently selected students by grades, citizenship, attendance, etc.

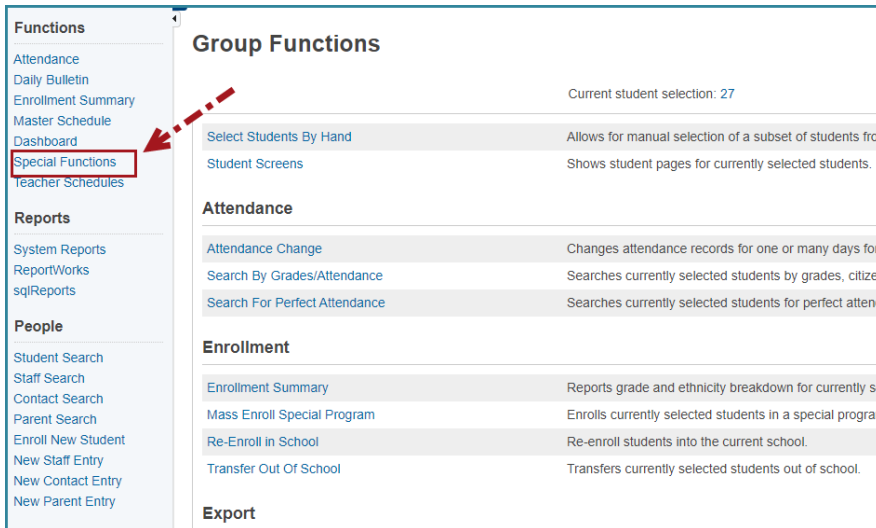
Note: If you would like to add another class roster to this **Mass Log Entry**, simply click on the **Teacher Schedules** link on the Main Menu on the left and repeat the steps #2 and #3 above. Then click the button **Add to Current Student Selection**.

Use checked students to:

Modify Current Student Selection: Make Current Student Selection Add to Current Student Selection

This will give you the sum of the class rosters so that you may do one **Mass Log Entry**. You may add as many class rosters as you wish. *Just remember to use Add to Current Student Selection* so you can create your complete group of students.

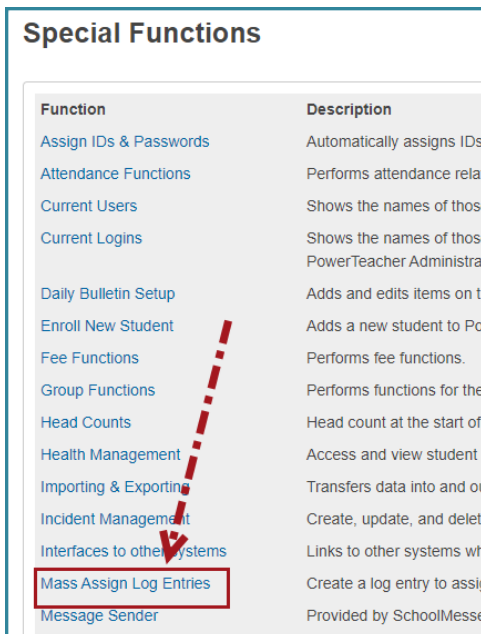
6. Select **Special Functions** from the Main Menu.



The screenshot shows the PowerSchool main menu on the left and the 'Group Functions' page on the right. The 'Special Functions' menu item is highlighted with a red box and a red dashed arrow points to the 'Group Functions' section.

Group Functions	
Current student selection: 27	
Select Students By Hand	Allows for manual selection of a subset of students from
Student Screens	Shows student pages for currently selected students.
Attendance	
Attendance Change	Changes attendance records for one or many days for
Search By Grades/Attendance	Searches currently selected students by grades, citizen
Search For Perfect Attendance	Searches currently selected students for perfect attend
Enrollment	
Enrollment Summary	Reports grade and ethnicity breakdown for currently se
Mass Enroll Special Program	Enrolls currently selected students in a special program
Re-Enroll in School	Re-enroll students into the current school.
Transfer Out Of School	Transfers currently selected students out of school.
Export	

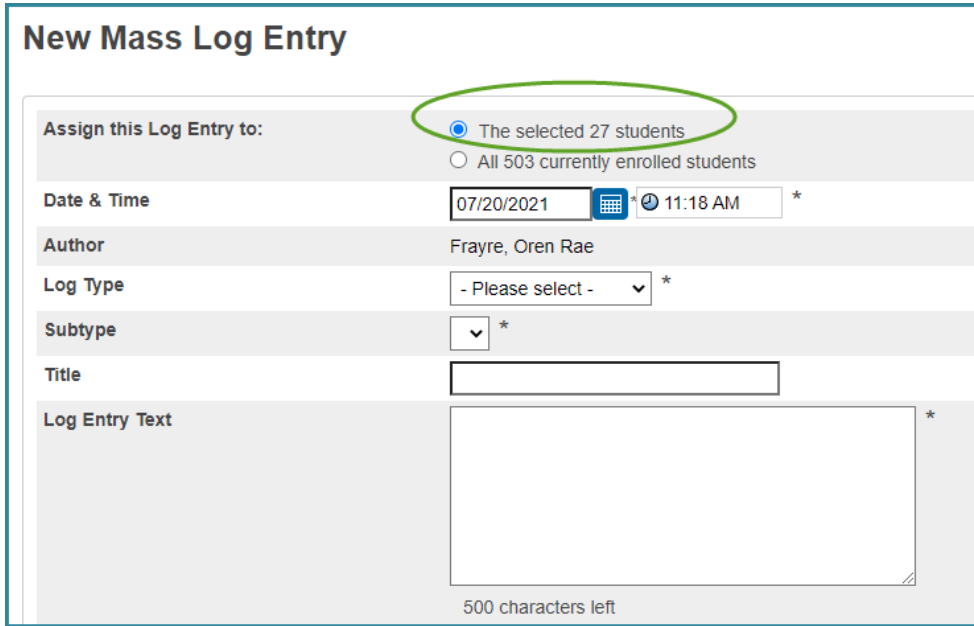
7. Scroll down and select **Mass Assign Log Entries**.



The screenshot shows the 'Special Functions' page with a list of functions. The 'Mass Assign Log Entries' function is highlighted with a red box and a red dashed arrow points to it from above.

Function	Description
Assign IDs & Passwords	Automatically assigns IDs
Attendance Functions	Performs attendance rela
Current Users	Shows the names of those
Current Logins	Shows the names of those
PowerTeacher Administra	
Daily Bulletin Setup	Adds and edits items on t
Enroll New Student	Adds a new student to Po
Fee Functions	Performs fee functions.
Group Functions	Performs functions for the
Head Counts	Head count at the start of
Health Management	Access and view student
Importing & Exporting	Transfers data into and ou
Incident Management	Create, update, and delet
Interfaces to other systems	Links to other systems wh
Mass Assign Log Entries	Create a log entry to assign
Message Sender	Provided by SchoolMesse

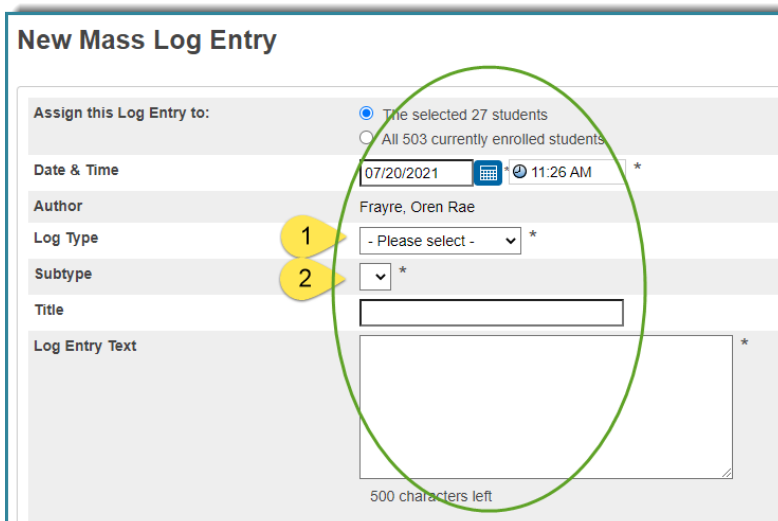
8. The **New Mass Log Entry** page will display. You will find the number of selected students as the default selection at the top.



9. Enter the date and time. Select a **Log Type** from dropdown. The Log Type selected will enable the aligned Log Entry Fields to complete.

The Log Type cannot be edited once selected. If you incorrectly select a Log Type, you must return to the Special Functions page to begin with a New Mass Log Entry.

Please note the screenshot below for sequence importance between **Log Type** and **Subtype** when completing **Mass Log Entry**.

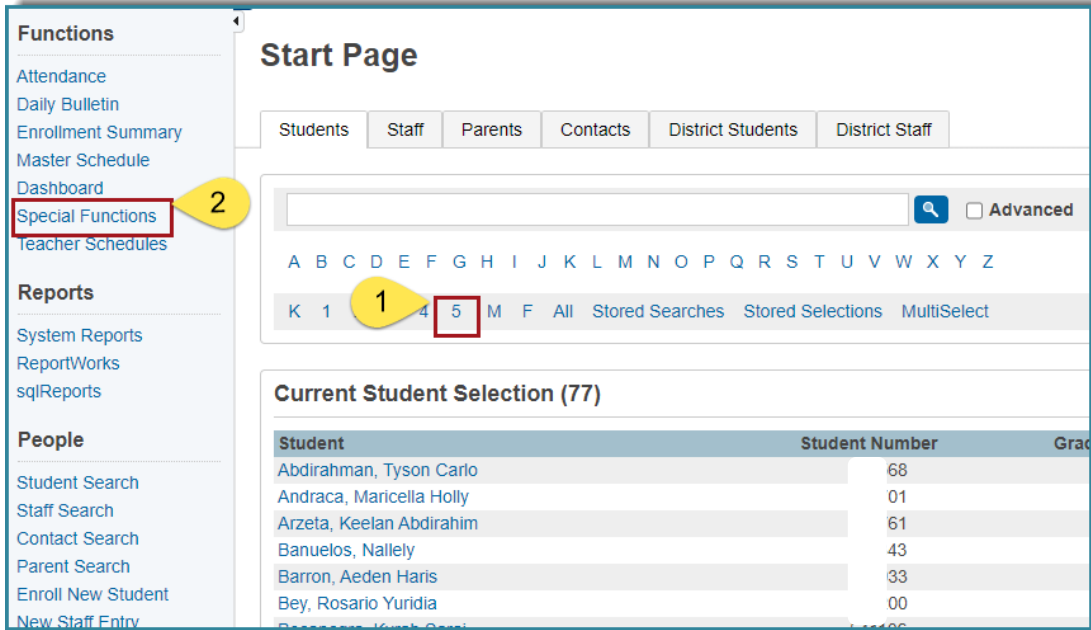


10. Complete the data fields and click **Submit**.

Select a Group of Students: By Grade Level

To assign a **New Mass Log Entry** by a specific grade level, first go to the **Start Page** of PowerSchool.

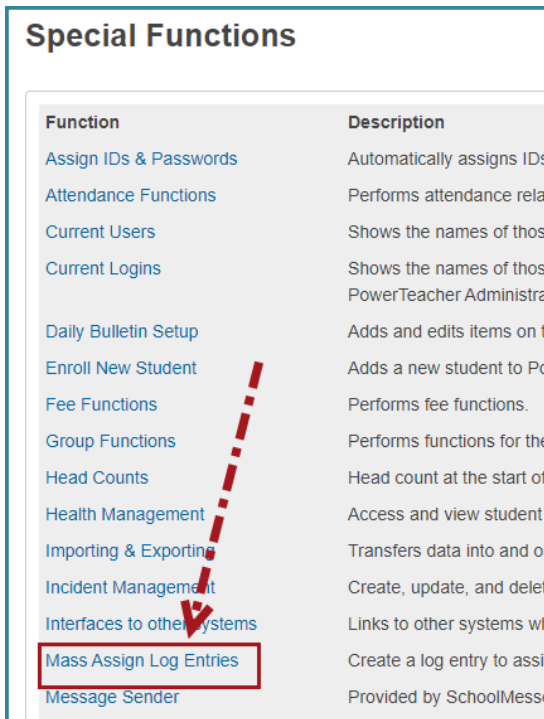
1. Click on the **grade level** to bring up the complete list of students in that grade. Then select **Special Functions**.



The screenshot shows the 'Start Page' of PowerSchool. On the left is a 'Functions' sidebar menu with 'Special Functions' highlighted by a red box and a yellow callout '2'. The main area has tabs for 'Students', 'Staff', 'Parents', 'Contacts', 'District Students', and 'District Staff'. Below the tabs is a search bar and an 'Advanced' checkbox. A row of letters 'A B C D E F G H I J K L M N O P Q R S T U V W X Y Z' is visible, with '5' highlighted by a red box and a yellow callout '1'. Below this is a row of 'K 1 4 5 M F All' with '5' also highlighted by a red box. A 'Current Student Selection (77)' table is shown below with columns for 'Student', 'Student Number', and 'Grade'.

Student	Student Number	Grade
Abdirahman, Tyson Carlo	68	
Andraca, Maricella Holly	01	
Arzeta, Keelan Abdirahim	61	
Banuelos, Nallely	43	
Barron, Aeden Haris	33	
Bey, Rosario Yuridia	00	
Bonneson, Kyrub Geroni	11106	

2. Select **Mass Assign Log Entries**.



The screenshot shows the 'Special Functions' menu. A red dashed arrow points from the 'Mass Assign Log Entries' option, which is highlighted with a red box, up towards the 'Special Functions' menu header.

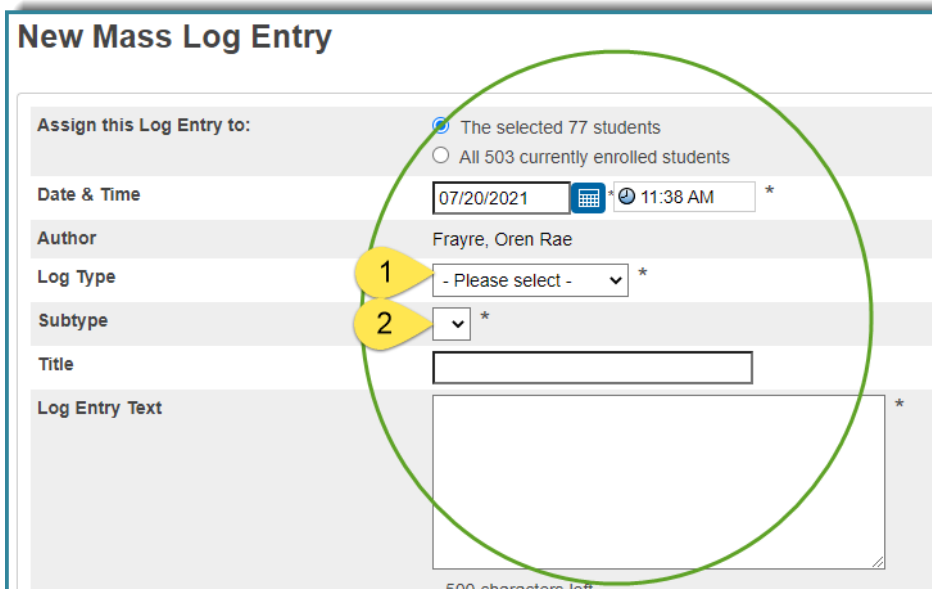
Function	Description
Assign IDs & Passwords	Automatically assigns IDs
Attendance Functions	Performs attendance relat
Current Users	Shows the names of those
Current Logins	Shows the names of those
Daily Bulletin Setup	Adds and edits items on t
Enroll New Student	Adds a new student to Po
Fee Functions	Performs fee functions.
Group Functions	Performs functions for the
Head Counts	Head count at the start of
Health Management	Access and view student
Importing & Exporting	Transfers data into and ou
Incident Management	Create, update, and delet
Interfaces to other systems	Links to other systems wh
Mass Assign Log Entries	Create a log entry to assig
Message Sender	Provided by SchoolMesse

3. Edit the date and time as needed.
4. Select a **Log Type** from the dropdown.
5. Then select a **Subtype** from the dropdown.

The Log Type selected will enable the aligned Log Entry Fields to complete.

The Log Type cannot be edited once selected. If you incorrectly select a Log Type, you must return to the Special Functions page to begin with a New Mass Log Entry.

Please note the screenshot below for sequence importance between **Log Type** and **Subtype** when completing **Mass Log Entry**.



New Mass Log Entry

Assign this Log Entry to: The selected 77 students
 All 503 currently enrolled students

Date & Time: 07/20/2021 11:38 AM *

Author: Frayre, Oren Rae

Log Type: 1 - Please select - *

Subtype: 2 *

Title: *

Log Entry Text: *

500 characters left

6. Enter information for the Log Entry. Then click **submit**.

Part 4:

(For Administrators)

Student Referral

How to Process Student Referrals from PowerTeacher

Student Referrals are submitted for rostered students by classroom teachers within the Student Referral page located in PowerTeacher. Site administrators access these entries via PowerSchool to review and process each submission. Teachers are unable to edit or delete a referral once it is submitted.

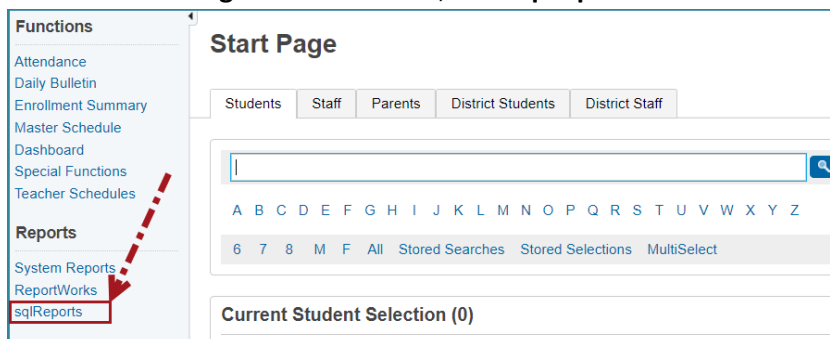
A Student Referral cannot be created in PowerSchool Log Entries. If a behavior incident needs to be recorded on the administrative end it can be done within PowerSchool Incident Management. Please refer to the PowerSchool Incident Management handbook. **For district policy and procedure questions, contact Rick McFall in Placement and Appeals Office at (619)725-5660.**

If you are authorized to have access to Student Referrals, your site or department Power User will enable security access upon request. Without appropriate security access you will not be able to view any of the Student Referrals or Log Entry data. The Student Referral access is separate from Log Entry access and School Counselor Log Entry access. Consult with your Power User if you have questions about access.

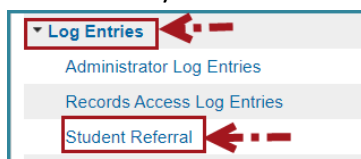
First, Run Student Referral Report

Site administrators will systematically run the **Student Referral sqlReport report** in PowerSchool to preview and process each referral.

1. From the **Start Page** in PowerSchool, click **sqlReports**.





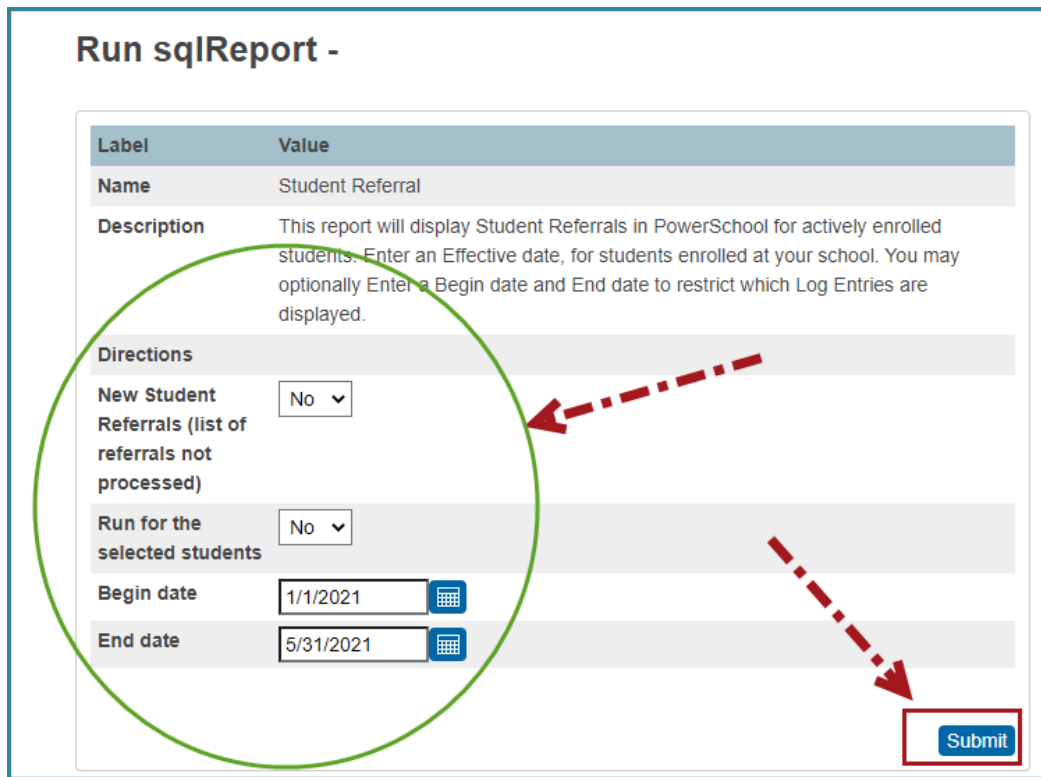
2. Click on **Log Entries** to expand. Then click **Student Referral**. (If you don't see the Log Entries link, consult with your Power User for appropriate security access)



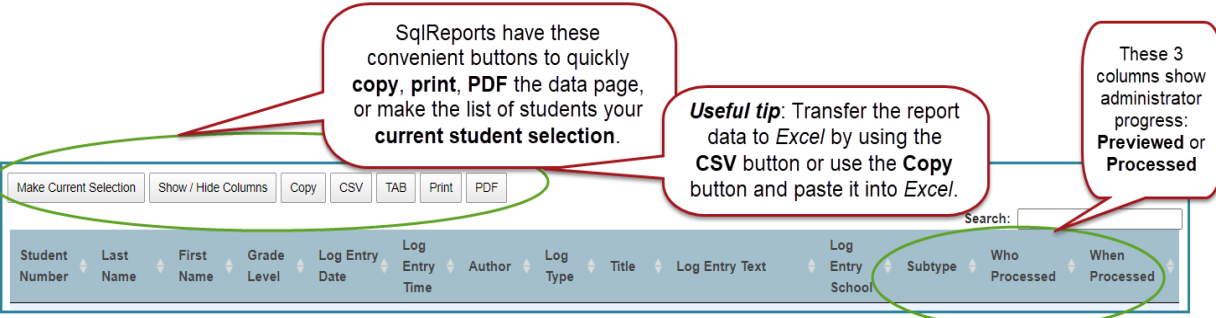
3. Adjust the values as needed then click **Submit**.
 - New Student Referrals (list of referrals not processed):
 - **Leave NO** to see all student referrals for desired begin and end date.
 - **Change to YES** to see referrals not yet processed by an administrator.
 - Run for the selected students:
 - **Leave NO** to run for the entire current enrollment.
 - **Change to YES** if you made a Current Student Selection on the Start Page of PowerSchool
 - Begin date, End date:
 - Use date fields to control the time frame of data displayed.

Run sqlReport -

Label	Value
Name	Student Referral
Description	This report will display Student Referrals in PowerSchool for actively enrolled students. Enter an Effective date, for students enrolled at your school. You may optionally Enter a Begin date and End date to restrict which Log Entries are displayed.
Directions	
New Student Referrals (list of referrals not processed)	No ▾
Run for the selected students	No ▾
Begin date	1/1/2021 
End date	5/31/2021 
	<input type="button" value="Submit"/>



- The Student Referral report renders with all the data fields collected from the teacher submission.



SqlReports have these convenient buttons to quickly **copy, print, PDF** the data page, or make the list of students your **current student selection**.

Useful tip: Transfer the report data to *Excel* by using the **CSV** button or use the **Copy** button and paste it into *Excel*.

These 3 columns show administrator progress: **Previewed** or **Processed**

Student Number	Last Name	First Name	Grade Level	Log Entry Date	Log Entry Time	Author	Log Type	Title	Log Entry Text	Log Entry School	Subtype	Who Processed	When Processed
----------------	-----------	------------	-------------	----------------	----------------	--------	----------	-------	----------------	------------------	---------	---------------	----------------

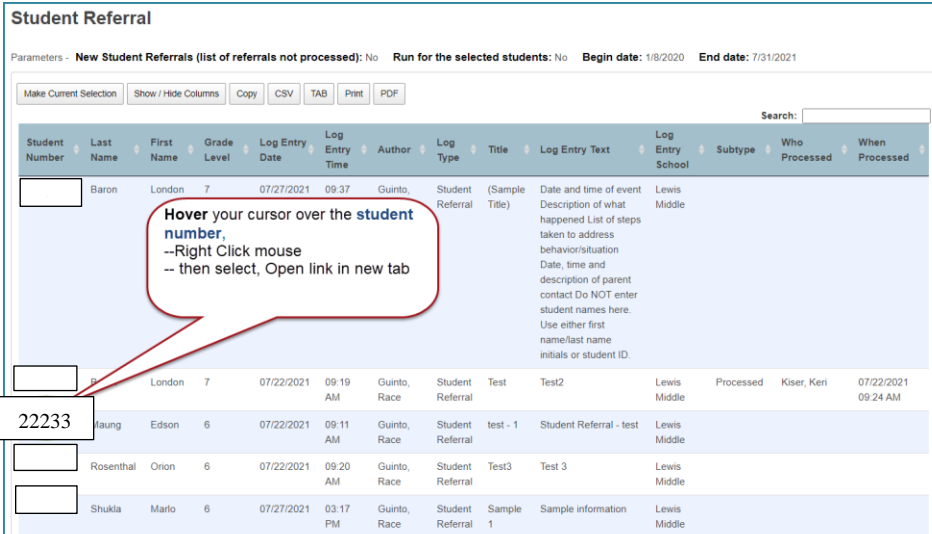
Next, Preview the Student Referral

The last three columns in the report: Subtype, Who Processed, and When Processed, will be automatically populated after you:

- ✓ **Open** the Student Referral from the link in the report **or** from the student page of Log Entries
- ✓ **Edit** the Subtype dropdown (Previewed or Processed)
- ✓ **Click** Submit

Access from the Student Referral Report:

- After running the Student Referral report, hover your cursor over the **Student Number**, right click your mouse, and select **Open Link in new tab**. Locate and open the new student tab.



Student Referral

Parameters - **New Student Referrals (list of referrals not processed):** No **Run for the selected students:** No **Begin date:** 1/8/2020 **End date:** 7/31/2021

Student Number	Last Name	First Name	Grade Level	Log Entry Date	Log Entry Time	Author	Log Type	Title	Log Entry Text	Log Entry School	Subtype	Who Processed	When Processed
<input type="text"/>	Baron	London	7	07/27/2021	09:37	Guinto, Race	Student Referral	(Sample Title)	Date and time of event Description of what happened List of steps taken to address behavior/situation Date, time and description of parent contact Do NOT enter student names here. Use either first name/last name initials or student ID.	Lewis Middle			
<input type="text"/>	Edson	Edson	6	07/22/2021	09:11 AM	Guinto, Race	Student Referral	test - 1	Student Referral - test	Lewis Middle	Processed	Kiser, Kerl	07/22/2021 09:24 AM
22233	Rosenthal	Orion	6	07/22/2021	09:20 AM	Guinto, Race	Student Referral	Test3	Test 3	Lewis Middle			
<input type="text"/>	Shukla	Marlo	6	07/27/2021	03:17 PM	Guinto, Race	Student Referral	Sample 1	Sample information	Lewis Middle			

Hover your cursor over the student number, --Right Click mouse -- then select, Open link in new tab

2. Click on **Log Entries** from the student menu. Locate and click the Student Referral you wish to view.

Student Profile
Home Language Survey

Academics

Attendance
Enter Attendance
Cumulative Info
Graduation Document
Historical Grades
Standards
Teacher Comments
Term Grades
Test Results

Administration

Incidents
Log Entries
Net Access

Log Entries 📌

Maung, Edson Kyree 6 Lewis

Edit Discipline Alert
Log Type: - Please select - **New**

Date	Author	Log Type	Subtype	Title
07/22/2021	Guinto, Race	Student Referral		test - 1
01/25/2021		School Counselor	Social/Emotional Dev	Cyber Safety - Zoom presentat
01/14/2021		School Counselor	College/Career Dev	Introduction Presentation to stu Ca
09/28/2020		School Counselor	Academic Development	School Counselor Introduction Less

Access from the Start Page:

1. On the Start Page, type and select the student's name.
2. Click on **Log Entries** from the student menu. Locate and click the Student Referral you wish to view.

Student Profile
Home Language Survey

Academics

Attendance
Enter Attendance
Cumulative Info
Graduation Document
Historical Grades
Standards
Teacher Comments
Term Grades
Test Results

Administration

Incidents
Log Entries
Net Access

Log Entries 📌

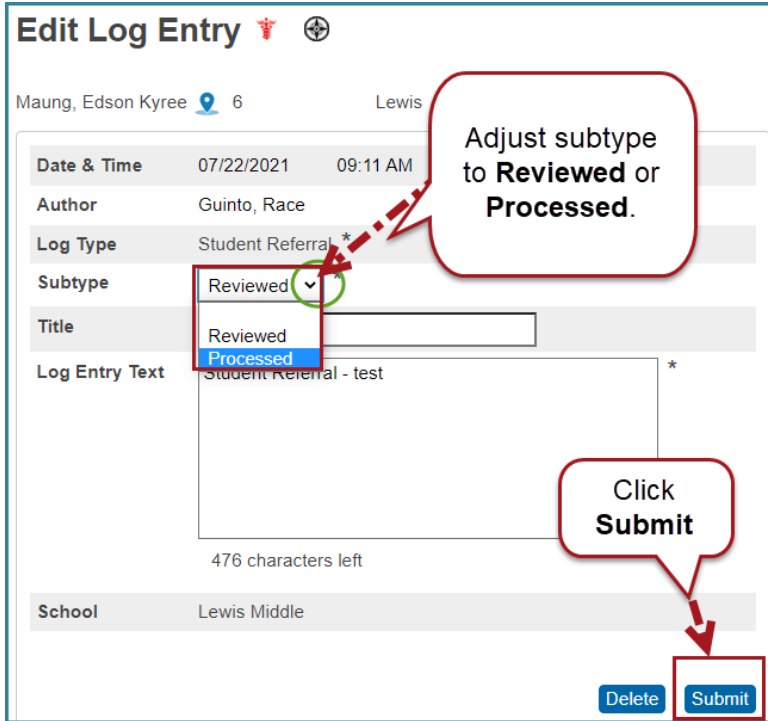
Maung, Edson Kyree 6 Lewis

Edit Discipline Alert
Log Type: - Please select - **New**

Date	Author	Log Type	Subtype	Title
07/22/2021	Guinto, Race	Student Referral		test - 1
01/25/2021		School Counselor	Social/Emotional Dev	Cyber Safety - Zoom presentat
01/14/2021		School Counselor	College/Career Dev	Introduction Presentation to stu Ca
09/28/2020		School Counselor	Academic Development	School Counselor Introduction Less

Last, Edit the Subtype Dropdown

1. Now that you have located the Student Referral, use the **subtype dropdown** to select Reviewed or Processed. Click **Submit**.



Edit Log Entry 📌 📏

Maung, Edson Kyree 6 Lewis

Date & Time	07/22/2021 09:11 AM
Author	Guinto, Race
Log Type	Student Referral *
Subtype	Reviewed ▾
Title	Reviewed
Log Entry Text	Student Referral - test *

476 characters left

School Lewis Middle

Delete Submit

Adjust subtype to **Reviewed** or **Processed**.

Click **Submit**

Part 5: Reports

Log Entry Reports

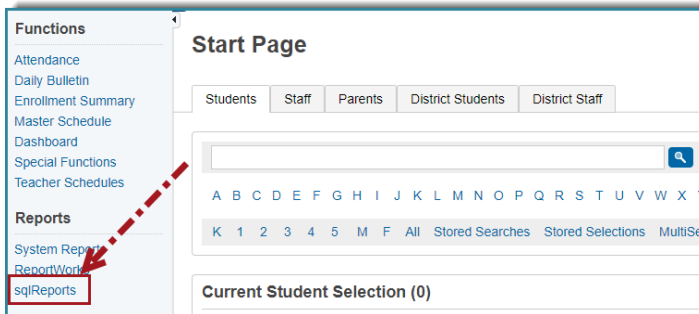
Print a Single Log Entry by Student Name

1. From the **Start Page**, select a student.
2. Select **Log Entries**, from the Main Menu.
3. Select the **Log Entry** you wish to print.
4. Click the **Printer** icon, in the upper, right-hand corner of the page.

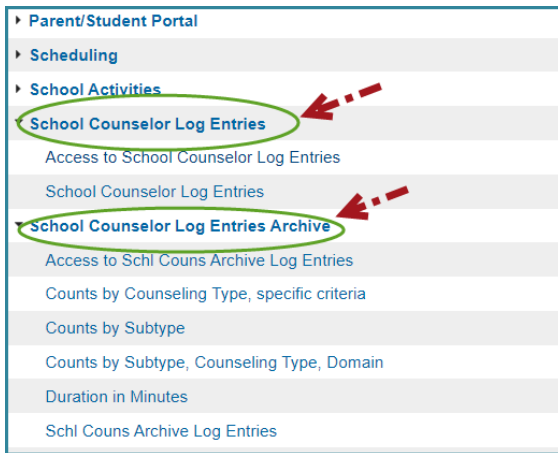
School Counselor Reports for Log Entries

If you are authorized to have School Counselor Log Entry access, your site or department Power User will enable security access upon request. Without appropriate security access you will not be able to view any of the School Counselor Log Entry data. Consult with your Power User if you have questions.

1. To reach the reports, from the start page in PowerSchool, click on **sqlReports**.



2. Click to expand the **School Counselor Log Entries** or the **School Counselor Log Entries Archive**.

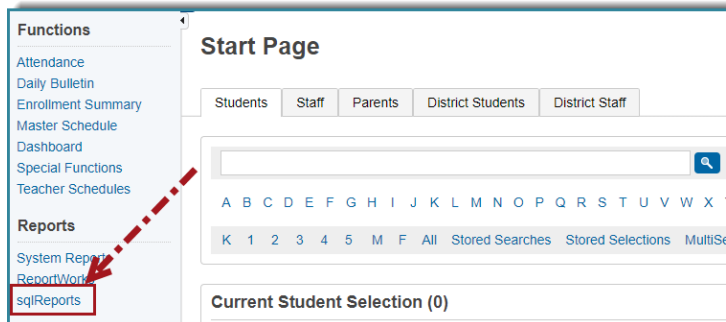


3. Click on the **report name** to select. Adjust the parameter dates (if applicable) and click **submit**.

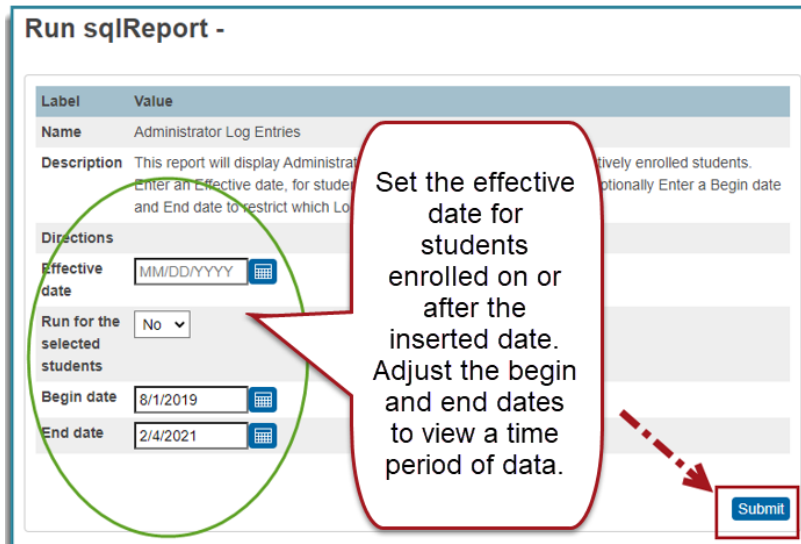
Administrator and Records Access Log Entry Reports

If you are authorized to have access to Log Entries, your site or department Power User will enable security access upon request. Without appropriate security access you will not be able to view any of the Log Entry data or create a Log Entry in PowerSchool. This Log Entry access is separate from School Counselor Log Entry access. Consult with your Power User if you have questions.

1. From the **start page** in PowerSchool, click on **sqlReports**.



2. Click to expand **Log Entries**.
3. Click **Administrator Log Entries** to select.
4. Adjust the report parameters and click **submit**.



Run sqlReport -

Label	Value
Name	Administrator Log Entries
Description	This report will display Administrator Log Entries for actively enrolled students. Enter an Effective date, for students and End date to restrict which Log Entries are displayed. Optionally Enter a Begin date and End date to restrict which Log Entries are displayed.
Directions	<p>Effective date: MM/DD/YYYY</p> <p>Run for the selected students: No</p> <p>Begin date: 8/1/2019</p> <p>End date: 2/4/2021</p>

Set the effective date for students enrolled on or after the inserted date. Adjust the begin and end dates to view a time period of data.

Submit

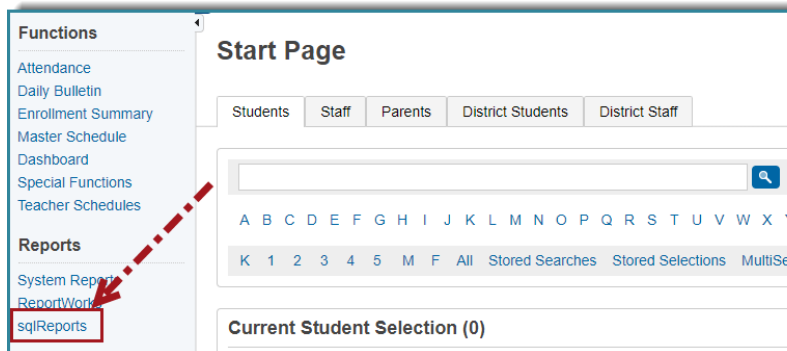
5. Click **Submit**.
- 6.

Student Referral Report (For Administrators)

If you are authorized to have access to Student Referrals, your site or department Power User will enable security access upon request. Without appropriate security access you will not be able to view any of the Student Referrals or Log Entry data. The Student Referral access is separate from Log Entry access and School Counselor Log Entry access. Consult with your Power User if you have questions.

Student Referrals are submitted by classroom teachers from the Student Referral page located within PowerTeacher. Site administrators will access these entries via PowerSchool to follow up and process the submissions.

1. From the **Start Page**, select **sqlReports**.

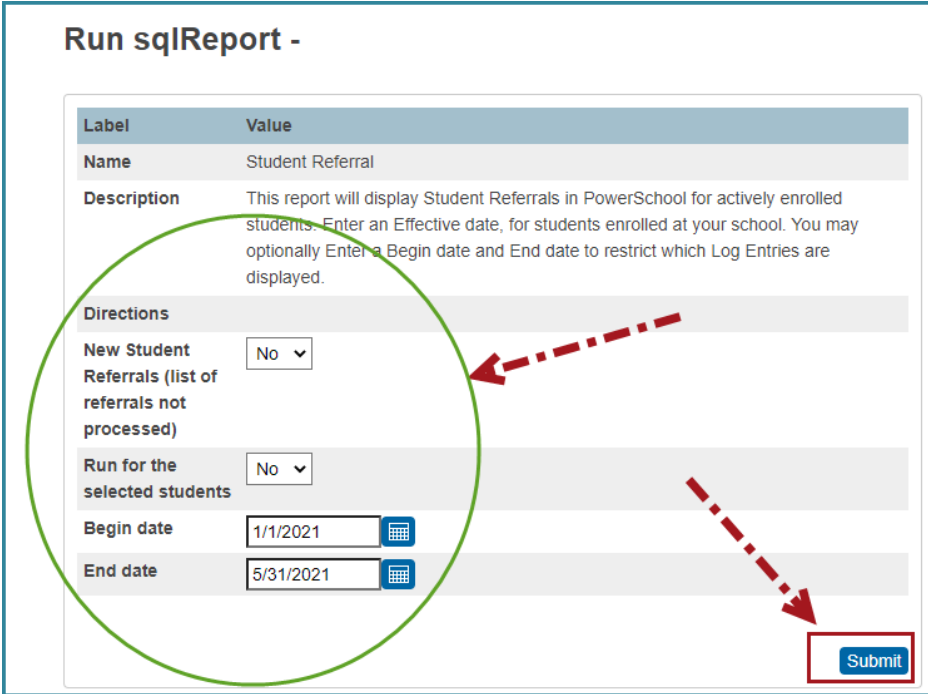


2. Scroll down and click **Log Entries** to expand. Then select the report to view.





3. Adjust the parameters as needed:

- New Student Referrals (list of referrals not processed):
 - **Leave NO** to see all student referrals for desired begin and end date.
 - **Change to YES** to see referrals not yet processed by an administrator.
- Run for the selected students:
 - **Leave NO** to run for the entire current enrollment.
 - **Change to YES** if you made a Current Student Selection on the Start Page of PowerSchool
- Begin date, End date:
 - Use date fields to control the time frame of data displayed.



Run sqlReport -

Label	Value
Name	Student Referral
Description	This report will display Student Referrals in PowerSchool for actively enrolled students. Enter an Effective date, for students enrolled at your school. You may optionally Enter a Begin date and End date to restrict which Log Entries are displayed.
Directions	
New Student Referrals (list of referrals not processed)	No ▾
Run for the selected students	No ▾
Begin date	1/1/2021 
End date	5/31/2021 

Submit

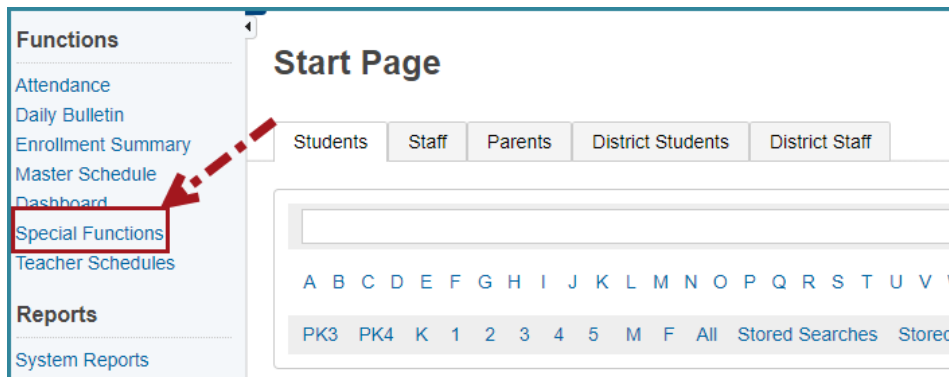
4. Click **Submit**.

Part 6: Search Log Entries

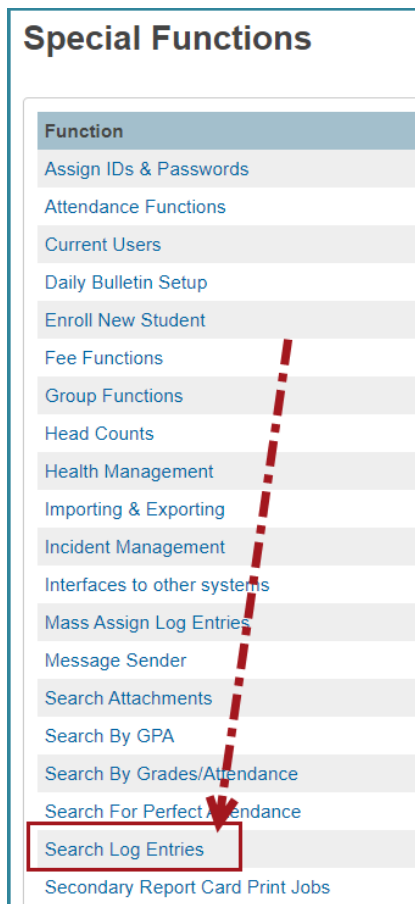
Special Function

PowerSchool has a feature that allows you to search Log Entries by a variety of data fields. Searches can be conducted by dates, text, title or author, to name a few.

1. From the PowerSchool **Start Page**, click **Special Functions**.



2. Select **Search Log Entries**.



3. Select a **Log Type** from the dropdown menu.
4. Enter additional information in the search fields. Narrow your search results by filling in the search fields.

Log Entries Search

Option	Value
Log Type *	- Please select - *
Log Subtype	
Contains this text in the Log Entry Text field	
And contains this text in the Log Entry Text field	
Does NOT contain this text in the Log Entry Text field	
Contains this text in the Title field	
Entered on or after this date	MM/DD/YYYY
Entered on or before this date	MM/DD/YYYY
Student Grade Level	
Author	
Sort by	Date, then name
Students to include	<input type="radio"/> The selected 0 students <input checked="" type="radio"/> All students

* Must choose a log type before searching

Submit

5. Click **Submit**.
6. The list of **Log Entries** will appear, based on your search criteria. Click the Student Number or Student Name to open the Log Entries page, in a new tab.

Administrator Log Entries

• Prior to printing your search results, click the Print icon for page formatting issues.

	Student Number	Student Name	Entry Date	Subtype
1.	435	Duar, Em	03/18/2013	Notification
2.	435	Duar, Em	03/12/2013	Notification
3.	380	Cassin, Brock	03/08/2013	Notification
4.	434	Bacon, Kevin	03/04/2013	Notification
5.	435	Stone, Walker	03/04/2013	Notification
6.	435	Slidy, Koby	02/28/2013	Notification
7.	435	Surey, Gus	02/11/2013	Notification

7. Click the **Print** icon, in the upper, right-hand corner of the page, if you would like to print the search results. Please note that if you searched for many fields, they may not all appear when you print your results. You may also highlight, copy, and paste the results into Excel.