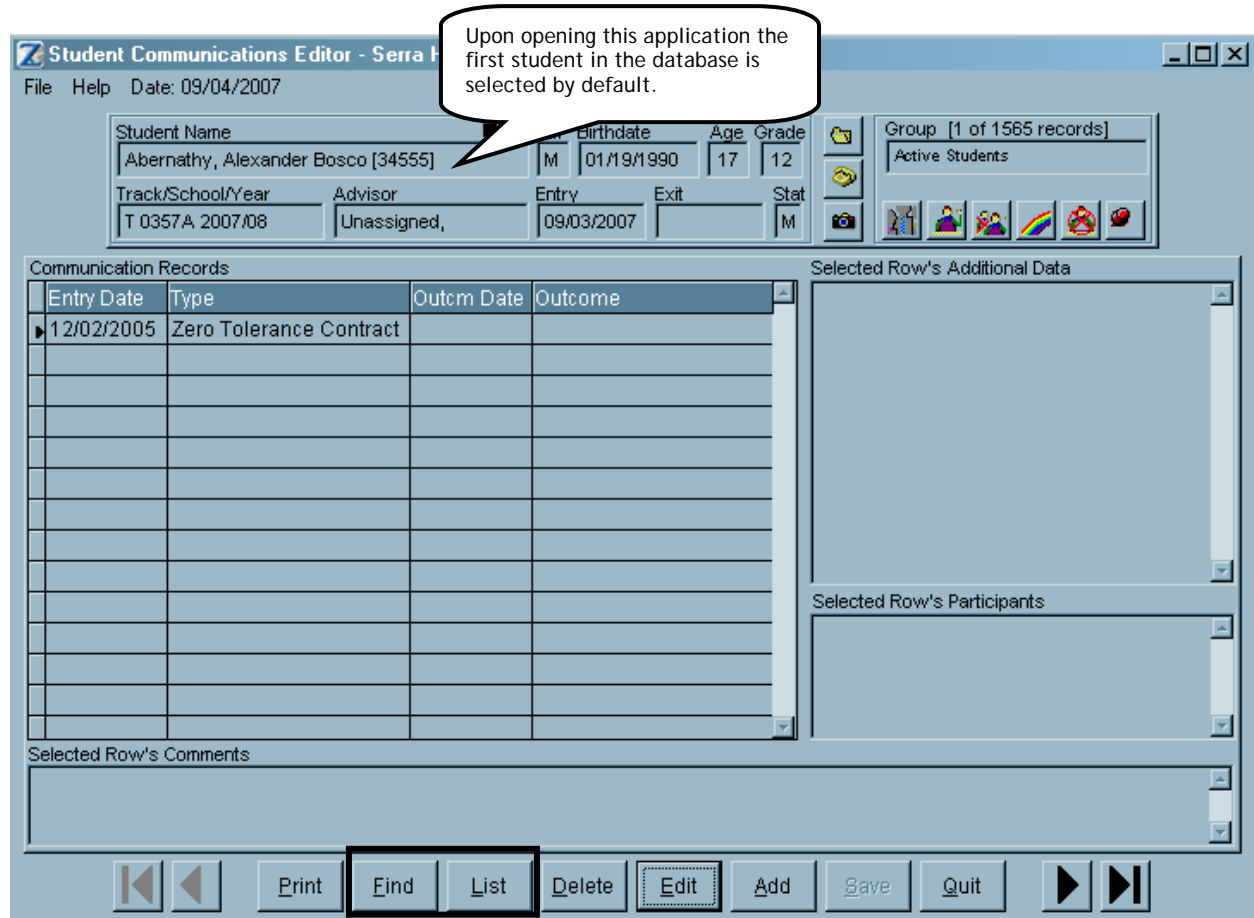


Entering Information about a Parent or Student Conversation

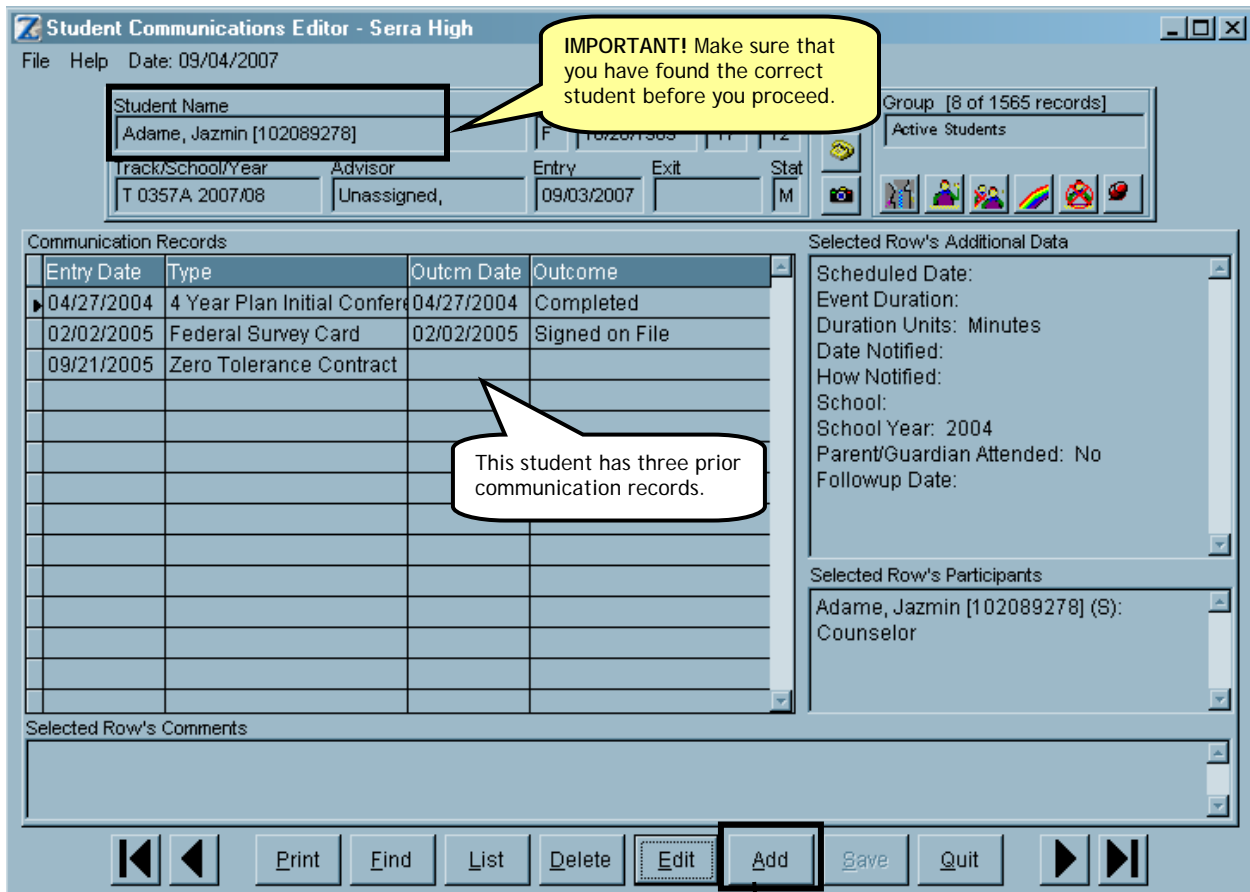
The Student Communications application can be used to document conversations held with parents and students. Information recorded in this application can be assigned to a specific category, such as parent conference. You can print information that is recorded in this application.

Follow the steps below to enter information about a parent or student conversation.

- Launch Zangle. Click on **Communication Tracking**. Select **Student Communications**.
- Complete Steps A-F. Step A is shown below. Steps B-F are shown on the following pages.



A Click Find or List to find the desired student.



Student Name: Adame, Jazmin [102089278]

Group: [8 of 1565 records] Active Students

Entry Date	Type	Outcm Date	Outcome
04/27/2004	4 Year Plan Initial Confer	04/27/2004	Completed
02/02/2005	Federal Survey Card	02/02/2005	Signed on File
09/21/2005	Zero Tolerance Contract		

Selected Row's Additional Data:

- Scheduled Date:
- Event Duration:
- Duration Units: Minutes
- Date Notified:
- How Notified:
- School:
- School Year: 2004
- Parent/Guardian Attended: No
- Followup Date:

Selected Row's Participants:

- Adame, Jazmin [102089278] (S): Counselor

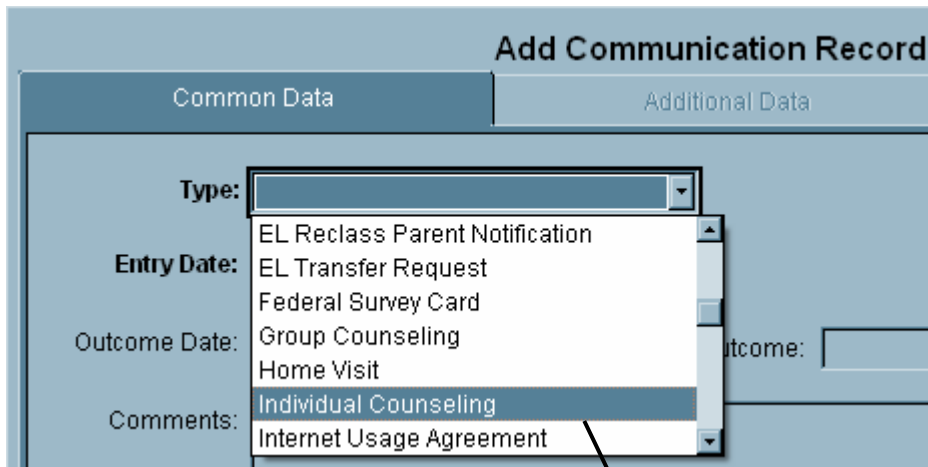
Selected Row's Comments:

Buttons: Print, Find, List, Delete, Edit, Add, Save, Quit

IMPORTANT! Make sure that you have found the correct student before you proceed.

This student has three prior communication records.

B Click Add. The Add Communication screen will appear.



Add Communication Record

Common Data | Additional Data

Type: [Dropdown Menu]

- EL Reclass Parent Notification
- EL Transfer Request
- Federal Survey Card
- Group Counseling
- Home Visit
- Individual Counseling
- Internet Usage Agreement

Entry Date: [Text Box]

Outcome Date: [Text Box]

Outcome: [Text Box]

Comments: [Text Area]

C Select the appropriate communication type.

Student Communications Editor - Serra High
File Help Date: 09/04/2007

Student Name: Adame, Jazmin [102089278] MF Birthdate: F 10/20/1989 Age: 17 Grade: 12 Group: [8 of 1565 records] Active Students

Track/School/Year: T 0357A 2007/08

D Enter the Entry Date. The Entry Date is usually the date of the communication. By default today's date is selected. If desired, enter the Outcome Date and Outcome.

Type: Individual Counseling

Entry Date: 09/05/2007

Outcome Date: Outcome: Clear

E Enter notes about the communication in the Comments field.

Comments: Jazmin was observed intimidating a student teacher. Student was very aggressive physically and verbally. Student is remorseful for her actions.

Print Find List Delete Undo Add Save Quit

Student Communications Editor - Serra High
File Help Date: 09/04/2007

Student Name: Adame, Jazmin [102089278] MF Birthdate: F 10/20/1989 Age: 17 Grade: 12 Group: [8 of 1565 records] Active Students

Track/School/Year: T 0357A 2007/08 Advisor: Unassigned, Entry: 09/03/2007 Exit: Stat: M

Select the Participants tab.

F

Add Communication Record

Name	Type	Role1	Role2

G Click the Add button.

Add Edit Delete

Print Find List Delete Undo Add Save Quit

Student Communications Editor - Serra High
File Help Date: 09/04/2007

Student Name: Adame, Jazmin [102089278] MF: F Birthdate: 10/20/1989 Age: 17 Grade: 12
Track/School/Year: T 0357A 2007/08 Advisor: Unassigned, Entry: 09/03/2007 Exit: Stat: M
Group: [8 of 1565 records] Active Students

Add Communication Record

Common Data

This Student Other Students
 This Faculty Member Other Faculty
 Student's Contacts All Contacts

Select the appropriate participant who was present. **H**

Select the **Default Role** for the designated participant. **I**

Participants

Adame, Jazmin [102089278]

Default Roles

- Counselor
- Parent/Guardian
- Site Administrator
- Student
- Teacher

Add Done

Note: Steps H, I and J can be repeated multiple times to include all Participants that are involved in this communication process.

Click **Add** after each participant has been given a **Default Role**. **J**

Once all participants have been added, click **Done**.

Print Find

Student Communications Editor - Serra High
File Help Date: 09/04/2007

Student Name: Adame, Jazmin [102089278] MF: F Birthdate: 10/20/1989 Age: 17 Grade: 12
Track/School/Year: T 0357A 2007/08 Advisor: Unassigned, Entry: 09/03/2007 Exit: Stat: M
Group: [8 of 1565 records] Active Students

Add Communication Record

Common Data **Additional Data** **Participants**

Name	Type	Role1	Role2
Adamska, ORLANDO (Mother)	Contact	Parent/Guardian	
Adame, Jazmin [102089278]	Student	Student	
Administrator, System [sa]	Faculty	Site Administrator	

Click **Save**. You will return to the main screen. Your entry will appear. **K**

Add Edit Dejele

Print Find List Delete Undo Add Save Quit

Student Communications Editor - Serra High File Help Date: 09/04/2007

Student Name: Adame, Jazmin [102089278] M/F: F Birthdate: 10/20/1989 Age: 17 Grade: 12
 Track/School/Year: T 0357A 2007/08 Advisor: Unassigned, Entry: 09/03/2007 Exit: Stat: M
 Group: [8 of 1565 records] Active Students

Entry Date	Type	Outcm Date	Outcome
04/27/2004	4 Year Plan Initial Confer	04/27/2004	Completed
02/02/2005	Federal Survey Card	02/02/2005	Signed on File
09/21/2005	Zero Tolerance Contract		
09/05/2007	Individual Counseling		

Selected Row's Additional Data

The Participants you had entered to include their roles are displayed here.

Selected Row's Participants

- Adame, Jazmin [102089278] (S): Student
- Adamska, ORLANDO (C): Parent/Guardian
- Administrator, System (F): Site

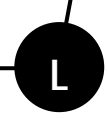
Selected Row's Comments

Jazmin was observed intimidating a student teacher. Student was very aggressive physically and verbally. Student is remorseful for her actions.

The comments you had entered for the communication type will displayed here.

Navigation: Print Find List Delete Edit Add Save Quit

Click Quit.



Printing Your Notes

You can print the notes you recorded about a student in Student Communications. You can select a specific communication type and a date range for your report.

Follow the steps below to print your notes from Student Communications.

- Launch Zangle. Click on Communications Tracking. Click on Reports. Select Student Communication Report.
- Complete Steps A-F. Steps A-C are shown below. Steps D-F are on the following page.

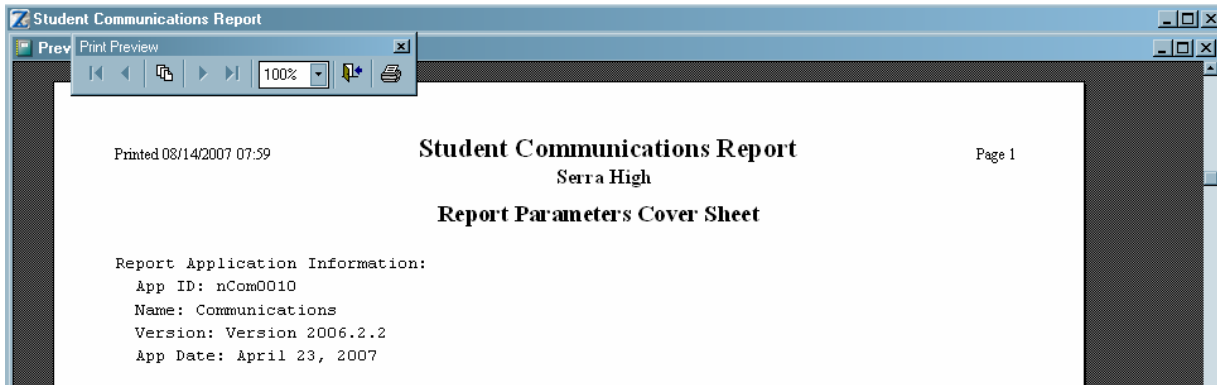
Click the Select tab to select which students (or communication types) you want to print.

A Click Quit.

B Click Quit.

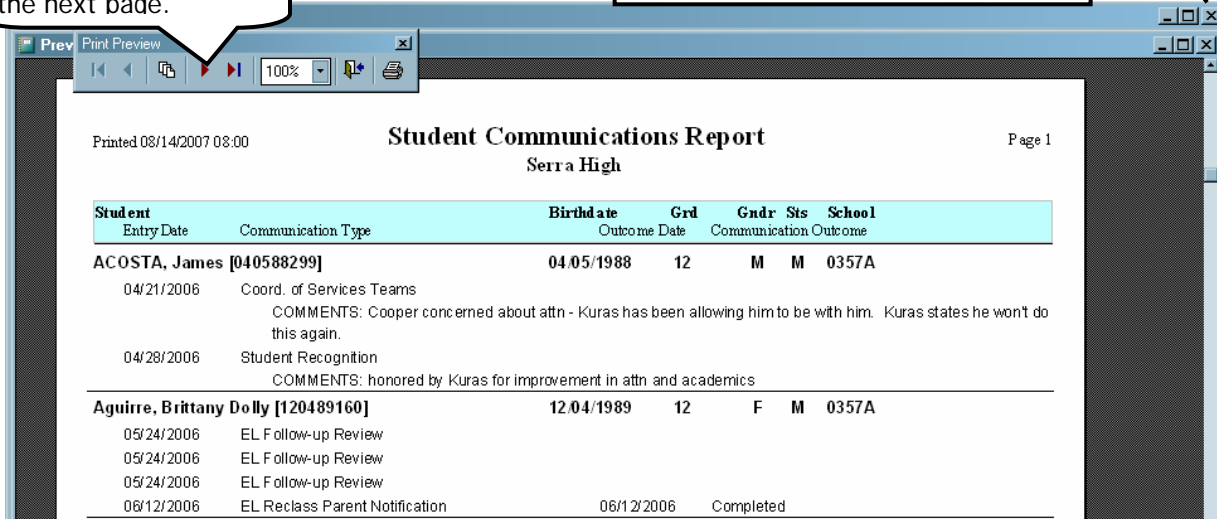
C Click Quit.

D Read the cover page. Then click the X to close it. The report is "underneath" it.

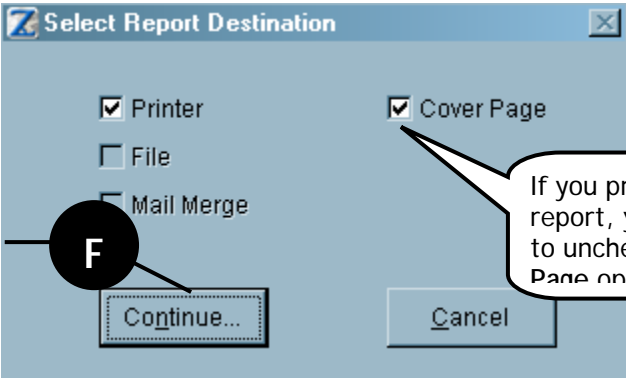


Use the arrow to go to the next page.

Preview the report. Then click the X to close the report. A print dialog box will appear.



Read the cover page. Then click the X to close it. The report is "underneath" it.



If you print the report, you may want to uncheck the Cover Page option