Log Entries User Guide

PowerSchool 8.x
Student Information System

Contents

Preface

Use this guide to assist you while navigating PowerSchool. This guide is based on the PowerSchool online help, which you can also use to learn the PowerSchool Student Information System (SIS) and to serve as a reference.

The PowerSchool online help is updated as PowerSchool is updated. Not all versions of the PowerSchool online help are available in a printable guide. For the most up-to-date information, click **Help** on any page in PowerSchool.

Referenced Sections

This guide is based on the PowerSchool online help, and may include references to sections that are not contained within the guide. See the PowerSchool online help for the referenced section.

Security Permissions

Depending on your security permissions, only certain procedures may be available to you.

Navigation

This guide uses the > symbol to move down a menu path. If instructed to "Click **File > New > Window**," begin by clicking **File** on the menu bar. Then, click **New** and **Window**. The option noted after the > symbol will always be on the menu that results from your previous selection.

Notes

It is easy to identify notes because they are prefaced by the text "**Note:**."

Introduction

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.

Setup

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. For more information about log entries and the use of log types, see *Log Entry Fields* and *Log Entries*.

How to Add a Log Type

1. On the start page, choose **District** under Setup in the main menu. The District Setup Page appears.
2. Under Discipline and Log Entries, click **Log Types**. The Log Types page appears.
3. Click **New**. The Edit Log Types page appears.
4. Enter a log type in the **Log Type** field.
5. Click **Submit**. The Log Types page displays the new log type. To add subtypes, see *How to Add a Log Subtype*.

How to Edit a Log Type

1. On the start page, choose **District** under Setup in the main menu. The District Setup Page appears.
2. Under Discipline and Log Entries, click **Log Types**. The Log Types page appears.
3. Click the log type you want to edit. The Edit Log Type page appears.
4. Edit the log type.
5. Click **Submit**. The Log Types page displays the edited log type. To edit subtypes, see *How to Edit a Log Subtype*.

How to Delete a Log Type

1. On the start page, choose **District** under Setup in the main menu. The District Setup Page appears.
2. Under Discipline and Log Entries, click **Log Types**. The Log Types page appears.
3. Click the log type you want to delete. The Edit Log Type page appears.
4. Click **Delete**.
5. Click **Confirm Delete**. The Selection Deleted page appears.

How to Add a Log Subtype

1. On the start page, choose **District** under Setup in the main menu. The District Setup Page appears.
2. Under Discipline and Log Entries, click **Log Types**. The Log Types page appears.

3. Click **Edit Subtypes** next to the log type you want to edit. The Edit Subtypes page appears.
4. Click **New**. The Edit Subtype page appears.
5. Use the following table to enter information in the fields:

Field	Description
Log Code	Enter the code for the log subtype.
Description	Enter a description of the log subtype. This appears in the Subtype pop-up menu when using log entries.

6. Click **Submit**. The Edit Subtypes page appears.

How to Edit a Log Subtype

1. On the start page, choose **District** under Setup in the main menu. The District Setup Page appears.
2. Under Discipline and Log Entries, click **Log Types**. The Log Types page appears.
3. Click **Edit Subtypes** next to the log type you want to edit. The Edit Subtypes page appears.
4. Click either the code or description of the subtype want to edit. The Edit Subtype page appears.
5. Edit the information as needed. For field descriptions, *How to Add a Log Subtype*.
6. Click **Submit**. The Edit Subtypes page displays the edited log subtype.

How to Delete a Log Subtype

1. On the start page, choose **District** under Setup in the main menu. The District Setup Page appears.
2. Under Discipline and Log Entries, click **Log Types**. The Log Types page appears.
3. Click **Edit Subtypes** next to the log type you want to edit. The Edit Subtypes page appears.
4. Click either the code or description of the subtype you want to delete. The Edit Subtype page appears.
5. Click **Delete**.
6. Click **Confirm Delete**. The Selection Deleted page appears.

Log Entry Fields

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.

The default Log Entries page contains over forty fields, which may or may not be applicable to your district. Based on your needs, you can customize the page to eliminate unneeded fields. Log Entries page customizations are reflected on PowerSchool's Log Entries page.

Using the Log Entry Setup page, you can determine which fields appear and the selections for each field, the format in which the field appears, and the order in which the field appears on the page.

How to Customize the Log Entries Page

1. On the start page, choose **District** from the main menu. The District Setup page appears.
2. Under General, click **Log Entry Fields**. The Log Entry Setup page appears.

   The following information displays for each of the 44 configurable log entry fields:

Field	Description
Field Name	Name of all the log entry field as it appears in the database. To edit this information, click the corresponding **Field Name** link.
Field Label	Title of field name, which appears on the Log Entries page.
Description	Description of the field name. This information is for reference only and does not appear on the Log Entries page.
Sort Order	Order in which the field appears on the Log Entries page. You can assign a value of 1 to 44. If you give two or more fields the same value, the fields appear in ascending alphabetical order within the selected sort order. Fields that are not assigned a value appear in ascending alphabetical order at the bottom of this page. If you do not want a field to appear on the Log Entries page, choose **Hide**. **Note:** You cannot hide the following fields: Entry_Date, Entry_Time, Entry_Author, LogType, Subtype, Consequence, Subject, and Entry.

3. Click the **Field Name** link of the field you want to customize. The Edit Log Entry Field page appears. The page varies based on the field you selected.
4. Use the following table to edit information in the fields:

Field	Description
Field Name	The name of the log entry field appears as it is in the database.
Field Label	Enter the title of the field name, which you want to appear on the Log Entries page. Some HTML formatting is supported. **Note:** You cannot modify the Field Label for the following fields: Entry_Date, Entry_Time, Entry_Author, LogType,

Field	Description
	Subtype, Consequence, Subject, and Entry.
Input Type	Use the pop-up menu to select the form in which you want the field to appear: • **Entry field** • **Static field** • **checkbox** • **Popup menu** • **Radio buttons** • **Entry box** Not all menu items are available for each Field Name. Only those menu items that are applicable Input Types appear. **Note:** You cannot modify the Input Type for the following fields: Entry_Date, Entry_Time, Entry_Author, LogType, Subtype, Consequence, Subject, and Entry.
Width	If you select the Field Type of "entry field" or "entry box," enter a value to indicate the width of the field/box.
Height	If you select the Field Type of "entry field" or "entry box," enter a value to indicate the height of the field/box.

Data for Popup or Radio buttons	If you select the Input Type of "Popup menu" or "Radio buttons," enter the information you want to appear.
	
	A pop-up menu contains values, which consists of two segments. The first segment is the value that is stored in the database. This value is not visible on the Log Entries page. The second segment is the label, which appears within the pop-up menu. The first and second segments use a semi-colon as a delimiter. To set a default value for a pop-up menu, enter a semi-colon as the delimiter and then enter an asterisk at the end of the default entry. The following is an example of a properly formatted data for a pop-up menu where "P;Police" is the default entry:
	
	    S;Student
	    T;Teacher
	    A;Administrator
	    O;Other School Staff
	    P;Police;*
	    N;Non-School Individual
	    U;Unknown
	
	Some fields in the Log table are called "flag fields" because they end with "Flag," such as "Discipline_FelonyFlag" and "Discipline_LikelyInjuryFlag." Flag fields are stored as numeric values. No is stored as a 0 while Yes is stored as 1. The following is an example of properly formatted flag fields:

Field	Description
	0;No 1;Yes A radio button follows the same rules as pop-up menu. The only difference is that with a pop-up menu, you can enter numerous sets of values. With a radio button, you are limited to only two sets of values.

5. Once you have entered the appropriate data on the Edit Log Entry Field page, click **Submit**. Upon submitting your customizations, data validation is performed. An error page appears if one or more invalid entries are found due to the following:

- An empty entry.
- More than one default value.
- An entry that has only one segment.
- An entry that has only one segment where that entry is marked as the default entry.

The error page lists the line numbers where the error occurred and instructs you to return to the Edit Log Entry Field page to make corrections. The following are example of error messages you may encounter:

- The entry in line 2 of the popup values is invalid.
- The entries in these lines of the popup values are invalid: 2 and 4.
- The entries in these lines of the popup values are invalid: 2, 3, and 4.

Note: Additionally, the system removes nulls (Char(0)) though no alert page is returned.

6. Once you have made all of your Log Entry Field customizations, click **Submit**.

Log Entry Fields

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.

The default Log Entries page contains over forty fields, which may or may not be applicable to your district. Based on your needs, you can customize the page to eliminate unneeded fields. Log Entries page customizations are reflected on PowerSchool's Log Entries page.

Using the Log Entry Setup page, you can determine which fields appear and the selections for each field, the format in which the field appears, and the order in which the field appears on the page.

How to Customize the Log Entries Page

1. On the start page, choose **District** under Setup in the main menu. The District Setup page appears.

2. Under Discipline and Log Entries, click **Log Entry Fields**. The Log Entry Setup page appears.

The following information displays for each of the 44 configurable log entry fields:

Field	Description
Field Name	Name of all the log entry field as it appears in the database. To edit this information, click the corresponding **Field Name** link.
Field Label	Title of field name, which appears on the Log Entries page.
Description	Description of the field name. This information is for reference only and does not appear on the Log Entries page.
Sort Order	Order in which the field appears on the Log Entries page. You can assign a value of 1 to 44. If you give two or more fields the same value, the fields appear in ascending alphabetical order within the selected sort order. Fields that are not assigned a value appear in ascending alphabetical order at the bottom of this page. If you do not want a field to appear on the Log Entries page, choose **Hide**. **Note:** You cannot hide the following fields: Entry_Date, Entry_Time, Entry_Author, LogType, Subtype, Consequence, Subject, and Entry.

3. Click the **Field Name** link of the field you want to customize. The Edit Log Entry Field page appears. The page varies based on the field you selected.
4. Use the following table to edit information in the fields:

Field	Description
Field Name	The name of the log entry field appears as it is in the database.
Field Label	Enter the title of the field name, which you want to appear on the Log Entries page. Some HTML formatting is supported. **Note:** You cannot modify the Field Label for the following fields: Entry_Date, Entry_Time, Entry_Author, LogType, Subtype, Consequence, Subject, and Entry.
Input Type	Use the pop-up menu to select the form in which you want the field to appear: • **Entry field** • **Static field** • **checkbox**

Field	Description
	• **Popup menu** • **Radio buttons** • **Entry box** Not all menu items are available for each Field Name. Only those menu items that are applicable Input Types appear. **Note:** You cannot modify the Input Type for the following fields: Entry_Date, Entry_Time, Entry_Author, LogType, Subtype, Consequence, Subject, and Entry.
Width	If you select the Field Type of "entry field" or "entry box," enter a value to indicate the width of the field/box.
Height	If you select the Field Type of "entry field" or "entry box," enter a value to indicate the height of the field/box.
Data for Popup or Radio buttons	If you select the Input Type of "Popup menu" or "Radio buttons," enter the information you want to appear. A pop-up menu contains values, which consists of two segments. The first segment is the value that is stored in the database. This value is not visible on the Log Entries page. The second segment is the label, which appears within the pop-up menu. The first and second segments use a semi-colon as a delimiter. To set a default value for a pop-up menu, enter a semi-colon as the delimiter and then enter an asterisk at the end of the default entry. The following is an example of a properly formatted data for a pop-up menu where "P;Police" is the default entry: S;Student T;Teacher A;Administrator O;Other School Staff P;Police;* N;Non-School Individual U;Unknown Some fields in the Log table are called "flag fields" because they end with "Flag," such as "Discipline_FelonyFlag" and "Discipline_LikelyInjuryFlag." Flag fields are stored as numeric values. No is stored as a 0 while Yes is stored as 1. The following is an example of properly formatted flag fields: 0;No 1;Yes A radio button follows the same rules as pop-up menu. The only difference is that with a pop-up menu, you can enter numerous sets of values. With a radio button, you are limited to only two sets of values.

5. Once you have entered the appropriate data on the Edit Log Entry Field page, click **Submit**. Upon submitting your customizations, data validation is performed. An error page appears if one or more invalid entries are found due to the following:

- An empty entry.
- More than one default value.
- An entry that has only one segment.
- An entry that has only one segment where that entry is marked as the default entry.

The error page lists the line numbers where the error occurred and instructs you to return to the Edit Log Entry Field page to make corrections. The following are example of error messages you may encounter:

- The entry in line 2 of the popup values is invalid.
- The entries in these lines of the popup values are invalid: 2 and 4.
- The entries in these lines of the popup values are invalid: 2, 3, and 4.

Note: Additionally, the system removes nulls (Char(0)) though no alert page is returned.

6. Once you have made all of your Log Entry Field customizations, click **Submit**.

Log Entry Fields

Field	Description
Entry_Date	The date the log entry is entered, such as 5/17/2009. By default, this field appears as an entry field on the Log Entries student page and is auto-populated with today's date.
Entry_Time	The time the log entry is entered, such as 3:41 PM. By default, this field appears as an entry field on the Log Entries page as is auto-populated with the current time.
Entry_Author	The name of the staff member making the log entry. By default, this field appears as an entry field on the Log Entries page and is auto-populated with the author's username.
LogType	Classification indicating the nature of a log entry. By default, this field appears as a pop-up menu on the Log Entries page. To modify the field selections, see *Log Types*.
Subtype	Further characterization of a log entry associated to a specific LogType. By default, this field appears as a pop-up menu on the Log Entries page. To modify the field selections, see *Log Types*.
Consequence	Action resulting from the log entry. By default, this field appears as a pop-up menu on the Log Entries page.
Subject	The title for the log entry. By default, this field appears as an

Field	Description
	entry field on the Log Entries page.
Entry	Description for making the log entry. By default, this field appears as an Entry box on the Log Entries page. There is no limit to the length of the entry.
Database Extension (Legacy Custom Field)	Database extension (legacy custom field) created by your district to display a variety of information about students, staff, courses, and sections.

The following fields were incorporated into PowerSchool to address the Federal Gun-Free Schools Act:

Field	Description
Discipline_IncidentTy pe	The type of incident. Discipline incident types indicate the nature of an incident. By default, this field appears as a pop-up menu on the Log Entries page.
Discipline_IncidentTy peCategory	The category of incident. Discipline incident categories are the general groups of incidents. Add a discipline incident category to further classify group incidents. By default, this field appears as a pop-up menu and an entry field on the Log Entries page.
Discipline_IncidentTy peDetail	The details of the incident. Discipline incident details include specific information about incidents. Use discipline incident details to record additional information about an incident. By default, this field appears as a pop-up menu and an entry field on the Log Entries page.
Discipline_IncidentD ate	The date the incident occurred, such as 5/17/2009. By default, this field appears as an entry field on the Log Entries page and is automatically populated with today's date.
Discipline_IncidentC ontext	Indicates if the incident occurred during or outside school hours and if it occurred at a school-sponsored activity. By default, this field appears as a pop-up menu on the Log Entries page.
Discipline_IncidentLo cation	Indicates if the incident occurred on campus, during an off-campus school activity, or while using school-sponsored transportation. By default, this field appears as a pop-up menu on the Log Entries page.
Discipline_IncidentLo cDetail	Discipline location details include specific information about incident locations. By default, this field appears as an entry field on the Log Entries page.
Discipline_Offender	Category of the person committing the incident. By default, this field appears as a pop-up menu on the Log Entries page.
Discipline_Reporter	Category of the person reporting the incident. By default, this field appears as a pop-up menu on the Log Entries page.

Field	Description
Discipline_ReporterID	Identification number of the person reporting the incident. By default, this field appears as an entry field on the Log Entries page.
Discipline_VictimType	Category of the person victimized by the incident. By default, this field appears as a pop-up menu on the Log Entries page.
Discipline_FelonyFlag	Indicates if the incident was a felony. By default, this field appears as a Yes or No pop-up menu on the Log Entries page.
Discipline_LikelyInjuryFlag	Indicates if the incident likely resulted in an injury. By default, this field appears as a Yes or No pop-up menu on the Log Entries page.
Discipline_SchoolRulesVioFlag	Indicates if the incident was a violation of school rules. By default, this field appears as a Yes or No pop-up menu on the Log Entries page.
Discipline_PoliceInvolvedFlag	Indicates if there were police involved in the incident. By default, this field appears as a Yes or No pop-up menu on the Log Entries page.
Discipline_HearingOfficerFlag	Indicates if there was a hearing officer involved in the incident. By default, this field appears as a Yes or No pop-up menu on the Log Entries page.
Discipline_GangRelatedFlag	Indicates if the incident was gang-related. By default, this field appears as a Yes or No pop-up menu on the Log Entries page.
Discipline_HateCrimeRelatedFlag	Indicates if the incident was a hate crime. By default, this field appears as a Yes or No pop-up menu on the Log Entries page.
Discipline_AlcoholRelatedFlag	Indicates if the incident was alcohol-related. By default, this field appears as a Yes or No pop-up menu on the Log Entries page.
Discipline_DrugRelatedFlag	Indicates if the incident was drug-related. By default, this field appears as a Yes or No pop-up menu on the Log Entries page.
Discipline_DrugTypeDetail	Discipline drug details include specific information about drug-related incidents. By default, this field appears as a pop-up menu on the Log Entries page.
Discipline_WeaponRelatedFlag	Indicates if a weapon was used during the incident. By default, this field appears as a Yes or No pop-up menu on the Log Entries page.
Discipline_WeaponType	Indicates the type of weapon. By default, this field appears as a pop-up menu on the Log Entries page.
Discipline_WeaponTypeNotes	Notes relating to the weapon type. By default, this field appears as an entry field on the Log Entries page. A maximum of 79 characters can be entered.

Field	Description
Discipline_MoneyLossValue	The amount of money lost in the incident, if the incident results in a dollar loss amount for any party. By default, this field appears as an entry field on the Log Entries page.
Discipline_ActionDate	The date the discipline action was taken, such as 5/17/2009. By default, this field appears as an entry field on the Log Entries page and is auto-populated with today's date.
Discipline_ActionTaken	The disciplinary action taken against a student. By default, this field appears as a pop-up menu on the Log Entries page.
Discipline_ActionTakenDetail	Specific information about disciplinary action taken against a student. By default, this field appears as a pop-up menu on the Log Entries page.
Discipline_ActionTakenEndDate	The date the discipline action ends. By default, this field appears as an entry field on the Log Entries page.
Discipline_DurationAssigned	The assigned duration of the discipline action. By default, this field appears as an entry field on the Log Entries page.
Discipline_DurationActual	The actual duration of the discipline action. By default this field appears as an entry field on the Log Entries page.
Discipline_DurationChangeSource	Reasons for any difference in the values of the Discipline_DurationActual from the Discipline_DurationAssigned fields. By default, this field appears as a pop-up menu on the Log Entries page.
Discipline_DurationNotes	Notes relating to the duration of the discipline action. By default, this field appears as an entry field on the Log Entries page. You can enter a maximum of 79 characters.
Discipline_Sequence	The numerical sequence of this log entry if entering more than one log entry for the incident. By default, this field appears as an entry field on the Log Entries page.

Work With Log Entries

Log Entries

Use log entries 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. Regardless of your reason for creating the log entry, the system immediately sends the log entry to the PowerSchool server, where it is stored in the student's permanent record. Only authorized staff members can view, add, edit, and delete log entries and discipline alerts.

Note: The Log Entries student page is customizable. The information presented in this section is based on the default setup and may differ from your PowerSchool Log Entries student page. For information about configuring this page, see *Log Types* and *Log Entry Fields*.

How to View Log Entries

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Administration, choose **Log Entries** from the student pages menu. If nothing appears, no teachers or other administrators have created log entries for the selected student.

How to Create a Log Entry

Though teachers can create log entries in PowerTeacher gradebook, administrators create log entries in PowerSchool.

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Administration, choose **Log Entries** from the student pages menu. The Log Entries page appears.
3. Click **New**. The New Log Entry page appears.

   Note: The Date, Time, and Author fields are automatically entered when the page appears. There is no need to change or add anything to those fields unless they are incorrect.

4. Use the following table to enter information in the fields:

Field	Description
Date & Time	Enter the current date and time using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank

Field	Description
	entry.
Author	Enter the name of the log entry author.
Log Type	Choose the log type from the pop-up menu.
Subtype	Choose the log subtype from the pop-up menu.
Consequence	Choose the log consequence from the pop-up menu.
Title	Enter a title for the log entry.
Log Entry Text	Enter the log entry text. **Note:** This information goes in the student's permanent record. There is no limit to the length of the entry.

5. Because the Log Entries student page can be customized, the fields that appear on the second half of the page (after the Log Entry Text box) may differ from your PowerSchool Log Entries student page. Use the following table to enter information in the fields:

Field	Description
Incident Type	Choose the type of incident from the pop-up menu.
Incident Type Category	Choose the category of the incident from the pop-up menu.
Incident Type Detail	Choose the details of the incident type from the pop-up menu.
Incident Date	Enter the date of the incident.
Incident Context	Choose the context of the incident from the pop-up menu. Indicate if the incident occurred during or outside school hours and if it occurred at a school-sponsored activity.
Incident Location	Choose the location of the incident from the pop-up menu. Indicate if the incident occurred on campus, during an off-campus school activity, or while using school-sponsored transportation.
Incident Location Detail	Choose the details of the incident location from the pop-up menu.
Offender	Choose the category of the person committing the incident, such as a **student** or **teacher**, from the pop-up menu.
Reporter	Choose the category of the person reporting the incident, such as a **student** or **teacher**, from the pop-up menu.

Field	Description
Reporter ID	Enter the identification number of the person reporting the incident.
Victim Type	Choose the category of the person victimized by the incident, such as a student or teacher, from the pop-up menu.
Felony Flag	Select **Yes** or **No** to indicate if the incident was a felony.
Likely Injury	**Select Yes or No** to indicate if the incident likely resulted in an injury.
School Rules Violation	Select **Yes** or **No** to indicate if the incident was a violation of school rules.
Police Involved	Select **Yes** or **No** to indicate if there were police involved in the incident.
Hearing Officer	Select **Yes** or **No** to indicate if there was a hearing officer involved in the incident.
Gang Related	Select **Yes** or **No** to indicate if the incident was gang-related.
Hate Crime	Select **Yes** or **No** to indicate if the incident was a hate crime.
Alcohol Related	Select **Yes** or **No** to indicate if the incident was alcohol-related.
Drug Related	Select **Yes** or **No** to indicate if the incident was drug-related.
Drug Type	Choose the drug type from the pop-up menu.
Weapon Related	Select **Yes** or **No** to indicate if a weapon was used during the incident.
Weapon Type	Choose the type of weapon, such as a **knife** or a **hand gun**, from the pop-up menu.
Weapon Type Notes	Enter any notes related to the weapon type. **Note:** You can enter a maximum of 79 characters.
Money Loss Value	Enter any amount of money lost in the incident.
Action Date	Enter the date the discipline action was taken.
Action Taken	Choose from the pop-up menu the discipline action taken, such as **detention** or **suspension**.
Action Taken Detail	Choose the details of the discipline action taken from the pop-up menu.

Field	Description
Action Taken End Date	Enter the date the discipline action ended.
Duration (Assigned)	Enter the assigned duration of the discipline action, such as **2** for two hours of detention.
Duration (Actual)	Enter the actual duration of the discipline action.
Duration Change Source	Use the pop-up menu to choose the reason for any difference in the values of the Duration (Actual) from the Duration (Assigned) fields.
Duration Notes	Enter any notes related to the duration of the discipline action. **Note:** You can enter a maximum of 79 characters.
Sequence	Enter the numerical sequence of this log entry if entering more than one log entry for the incident.
Administrator ID	Enter the identification number of the person administering the discipline action.

6. Click **Submit**. The Changes Recorded page appears.

How to Edit a Log Entry

There are times when you must change an entry because it contains too much or not enough information. Only those school administrators with the proper permissions can edit a log entry.

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Administration, choose **Log Entries** from the student pages menu. The Log Entries page appears.
3. Click the date of the entry you want to edit. The Edit Log Entry page appears.
4. Use the following table to edit information in the fields:

Field	Description
Date & Time	Enter the current date and time using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Author	The name of the log entry author appears.
Log Type	Choose the log type from the pop-up menu.

Field	Description
Subtype	Choose the log subtype from the pop-up menu.
Consequence	Choose the log consequence from the pop-up menu.
Title	Enter a title for the log entry.
Log Entry Text	Enter the log entry text. **Note:** This information goes in the student's permanent record. There is no limit to the length of the entry.

5. See *How to Create a Log Entry* for details of the Federal Gun Safe Schools Act Information fields.

   Note: Depending on your state, additional state-specific fields may appear. Modify the fields as necessary.

6. Click **Submit**. The Changes Recorded page appears.

How to Delete a Log Entry

Occasionally a log entry must be deleted from the student's permanent record. Only those school administrators with the proper permissions can delete a log entry.

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Administration, choose **Log Entries** from the student pages menu. The Log Entries page appears.
3. Click the date of the entry you want to delete. The Edit Log Entry page appears.
4. Click **Delete**.
5. Click **Confirm Delete**. The Selection Deleted page appears.

How to Add a Discipline Alert

Use a Discipline alert to indicate and make staff members aware of a student's discipline information.

1. On the start page, search for and select a student. For more information, see *Student Search*.
2. Under Administration, choose **Log Entries** from the student pages menu. The Log Entries page appears.
3. Click **Edit Discipline Alert**. The Discipline Alert page appears.
4. Use the following table to enter information in the fields:

Field	Description
Discipline Alert Text	Enter the discipline-related information.
Alert Expires	Enter the alert expiration date, if any, using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this

Field	Description
	format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry. If there is no expiration date, use the default entry 0/0/0.

5. Click **Submit**. The Discipline Alert icon appears at the top of each page for the selected student. If the student does not have a Discipline alert, the icon does not appear.
6. Click the Discipline Alert icon to read the alert from any page. The Discipline alert for the selected student appears.
7. Click **Close** to close the Discipline Alert window.

~[x:insertfile;pso_how_to_header.html]

Search Log Entries

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.

Using the Search Log Entries page, you can search for log entries based on selected parameters. Upon submitting the search, the Log Entry Functions page appears displaying three output options. You can view a list of the log entries, print a log entries report, or export the log entries.

How to Search for a Log Entry

Use PowerSchool to search for log entries containing selected words or those created during a specific period. Your security access will dictate how detailed of a search you can perform. For more information, see *Security*.

1. On the start page, choose **Special Functions** under Functions in the main menu. The Special Functions page appears.
2. Click **Search Log Entries**. The Log Entries Search page appears.
3. Complete any combination of the following fields. Use the following table to enter information in the fields:

Field	Description
Log Type	Choose the log type from the pop-up menu.
Log Subtype	Choose the log subtype from the pop-up menu.
Log Consequence	Choose the log consequence from the pop-up menu.
Contain this text	Enter the log entry text to search for.
And contain this text	Enter additional log entry text to search for.

Field	Description
Does not contain this text	Enter log entry text to be ignored during the search.
Title contains this text	Enter all or part of the title of the log entry.
Entered on or after this date	Enter a date either before or on the date the log entry was created using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Entered on or before this date	Enter a date either after or on the date the log entry was created using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Student Grade Level	Enter the grade level of the student.
Author	Enter the name of the log entry author.
Sort by	Choose the sort order criteria from the pop-up menu.

4. Click **Submit**. The Log Entry Functions page appears.
5. Depending on what you want to do with the Log records you have selected, select one of the following:

   - *List Log Entries*
   - *Report on Log Entries*
   - *Quick Export*

6. Based on your selection, see the appropriate section below.

List Log Entries

Use this option to create a line listing of the log entries in the current selection of log entries.

How to List Log Entries

1. Search for log entries. For more information, see *How to Search for a Log Entry*.
2. On the Log Entry Functions page, click **List Log Entries**. The List Log Entries page appears. The system tells you how many log entries were found and lists each entry.
3. Do one of the following:

   - Click **Make this the current selection of students** to work with the entire group.
   - Click a student name to view all log entries for that student.

Report on Log Entries

Use this option to print log object reports that you have created using the Objects reporting tool. For more information, see *Objects Reports.*

Note: Only one log record can be printed per page.

How to Report on Log Entries

1. Search for log entries. For more information, see *How to Search for a Log Entry*.
2. On the Log Entry Functions page, click **Print a Report**. The Print a Report. page appears.
3. Use the following table to enter information in the fields:

Field	Description
Which report would you like to print?	Choose the report you want to print from the pop-up menu.
Which Log Entries?	Indicate the number of report pages you want to print by selecting one of the following: • Leave the **Only the first** option blank to print all of the report pages. • Select the **Only the first** option to limit the number of report pages you want to print. Enter the number of pages in the pages field.
Watermark Text	To print text as a watermark on each page of the report, use the pop-up menu to either choose one of the standard phrases or choose **Custom** and enter the text you want to print as a watermark in the field.
Watermark Mode	Use the pop-up menu to determine how you want the text to print. **Watermark** prints the text behind objects on the report, while **Overlay** prints the text over objects on the report.
When to print	Select a time to run the report: • **ASAP**: Execute immediately. • **At Night**: Execute during the next evening. • **On Weekend**: Execute during the next weekend. • **On Specific Date/Time**: Execute on the date and time specified in the following fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Report Output	Select the locale from the pop-up menu. The report output

Field	Description
Locale	will be in the language associated with the locale. **Note:** When generating object reports, certain report text may appear in the default English language. For more information, see *Object Reports*.

4. Click **Submit** to generate the report. The Report Queue page appears. For more information, see *Report Queue*.

Export Log Entries

Use this option to quickly produce a list of information from the Log table.

How to Export Log Entries

1. Search for log entries. For more information, see *How to Search for a Log Entry*.
2. On the Log Entry Functions page, click **Quick Export**. In most cases, you will not need to change the default options on the Export Students page. Skip to Step 4. To change the selections, proceed to the next step.
3. Use the following table to enter information in the fields:

Field	Description
[Fields to be Exported]	Enter the fields to be included on the exported spreadsheet. Enter as many fields as you want. Separate multiple fields with spaces. To insert a PowerSchool field into this field: 1. Click **Fields** at the bottom of the page to view a list of PowerSchool fields. The Fields pop-up appears. 2. To narrow the list of fields, enter one of more search terms in the **Filter** field. Otherwise, leave blank. 3. Click the field you want to add. The Fields pop-up closes and the selected field appears. The following are Log table student fields you can export: • [01]LastFirst • [01]Grade_Level • [01]Student_Number • [01]DOB • [01]SSN • [01]Ethnicity • [01]Mailing_City • [01]Mailing_Street • [01]Mailing_State

Field	Description
	• [01]Mailing_Zip • [01]Alert_Discipline • [01]State_StudentNumber The following are Log table discipline fields you can export: • Entry_Author • Entry_Date • Entry_Time • Student_Number • Subject • Entry • Consequence • Subtype • Category • Logtypeid • Discipline_IncidentType • Discipline_IncidentTypeDetail • Discipline_IncidentTypeCategory • Discipline_IncidentContext • Discipline_IncidentDate • Discipline_IncidentLocation • Discipline_ActionDate • Discipline_IncidentLocDetail • Discipline_ActionTaken • Discipline_ActionTakenDetail • Discipline_AdministratorID • Discipline_LikelyInjuryFlag • Discipline_AlcoholRelatedFlag • Discipline_MoneyLossValue • Discipline_DrugRelatedFlag • Discipline_Offender • Discipline_DrugTypeDetail • Discipline_PoliceInvolvedFlag • Discipline_DurationActual • Discipline_Reporter • Discipline_DurationAssigned • Discipline_ReporterID • Discipline_DurationChangeSource • Discipline_SchoolRulesVioFlag • Discipline_DurationNotes • Discipline_Sequence • Discipline_FelonyFlag • Discipline_VictimType • Discipline_GangRelatedFlag • Discipline_WeaponRelatedFlag • Discipline_HateCrimeFlag • Discipline_WeaponType • Discipline_HearingOfficerFlag • Discipline_WeaponTypeNotes • Discipline_ActionTakenEndDate

Field	Description
	• Custom
Field Delimiter	Choose a field delimiter from the pop-up menu. The field delimiter is the item that separates fields in the exported data. If you choose **Other**, enter the delimiter in the blank field.
Record Delimiter	Choose the record delimiter from the pop-up menu. This refers to the item that will separate the records in the exported data. If you choose Other, enter the delimiter in the field. • **CR**: Carriage return • **CRLF**: Carriage return line feed • **LF**: Line feed
Surround Fields	Select the checkbox to surround the fields in the exported data with quotation marks.
Column titles on 1st row	Select the checkbox to include column titles on the first row of the exported data.

4. Click **Submit**. The exported data appears.
5. Choose **File** > **Save As...** to save the file. Open the saved file using a spreadsheet application, such as Excel or Lotus 1-2-3. Format, print, and save it as any other spreadsheet document.