

Aspen Journal Entry List for a Student

Journal Entries can be created by teacher, counselors and admin. These same staff can also contribute with Follow Up entries to an existing journal record as needed.

Journal Entry - Documents side-tab on student details. Only students whom teach the student or school wide access can view and contribute to journal entries

Date	Time	Type	Duration	Reason	Referral	Follow-up	Comment
7/7/2016	10:41 AM	Call	0	Counseling - Academic			LM o...
7/5/2016	11:24 AM	Call	0	Counseling - Academic			Spok...
6/29/2016	8:40 AM	Call	0	Counseling - Academic			LM fo...
6/22/2016	10:45 AM	Call	0				Left r...
6/10/2016	8:30 AM	Call	5	Attendance Monitorig			Spok...
2/4/2016	11:04 AM	Call	20	Counseling - Academic			I spol...
1/12/2016	1:15 PM	Meeting	10	Counseling - Behavior			Ms. C...
10/16/2015	10:00 AM	Call	0	Attendance Monitorig			Had i...
10/15/2015	4:04 PM	Meeting	0	Counseling - Academic			Met v...
10/5/2015	2:15 PM	Meeting	0	Attendance Monitorig			Briana cannot be dismissed unless her grandfath...

To create a new Journal entry, go to Documents side-tab, then Journal and Options Add and fill in and save. Please note that all entries are private by default meaning only you see them. To make the entry viewable and shareable with others you must check "Is public" checkbox and save.

Follow-up Notes

Date	Staff entered	Type	Comment
10/3/2016	D Barrett	Meeting	reviewed attendance with parents. If attendance d...
9/20/2016	K Whiting	Visit-Home	home visit to see why student been absent for 5 da...
11/15/2016	M Pontes	Letter Sent	letter sent home saying student failed term 1 due ...

There is now a Follow Up section at the bottom of all entries where others can add on going follow up comments related to the journal entry and complete a fuller record.

Referral code: Attendance Officer

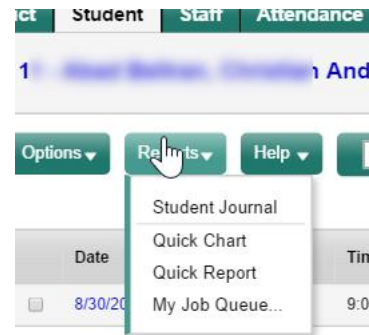
Follow-up code: Required

Follow-up Notes

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Save Cancel Add Delete

Journal Entry info can be saved/printed by a report



Fall River Public Schools

Student Journal

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September 3, 2016

Staff: [Name] Date: 9/20/2016 Reason: Absence Monitoring

Type: Meeting Follow-up: Required

Notes: Met with family and the staff to discuss the attendance when the student was absent for 5 days. Discussed how the absence contributed to the performance. Agreed to meet in 2 weeks to review attendance with the student.

Comment:

Follow-up Notes

Date	Staff Entered	Type	Comment
9/20/2016	K Whiting	Visit-Home	home visit to see why student been absent for 5 days. neighbor said they went to Disney
10/3/2016	D Barrett	Meeting	reviewed attendance with parents. If attendance does not improve for term 1 will be referred to courts.
11/15/2016	M Pontes	Letter Sent	letter sent home saying student failed term 1 due to absences