

PowerTeacher/PowerSchool – Teacher Log Entry Submission

Teachers can submit log entries for a student from their PowerTeacher Portal, which will generate an email to the email address(es) of the person designated to address the log entries, as well as initiate a Log Entry on the student’s record.

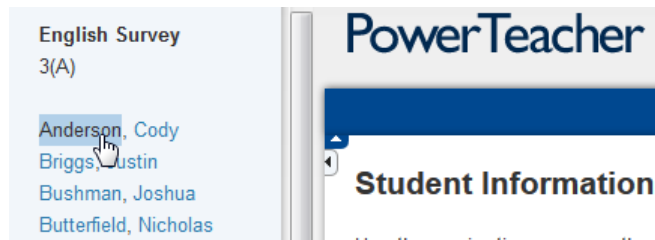
Process for the Teacher from within the PowerTeacher Portal:

- 1) Teacher clicks on the Backpack icon of the class in which the student is enrolled.

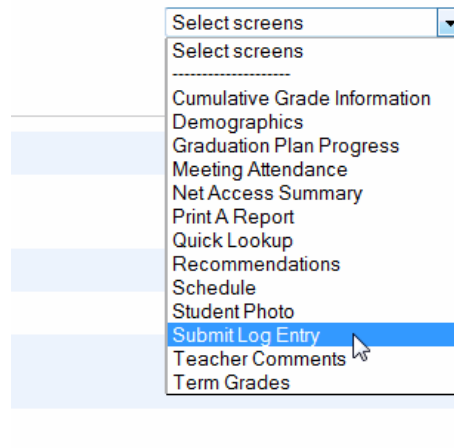
Current Classes



- 2) Teacher selects the student from the left pane.

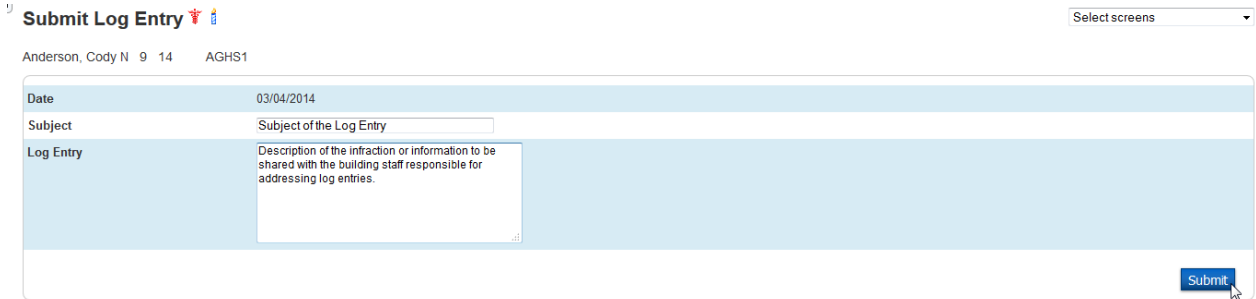


- 3) From the “Select screens” dropdown, teacher selects “Submit Log Entry”



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- 4) Teacher enters the subject of the log entry and a description of the infraction or some information for the building staff responsible for addressing log entries. The teacher clicks the blue Submit button, which will send an email to the designee and initiate the log entry for the student.

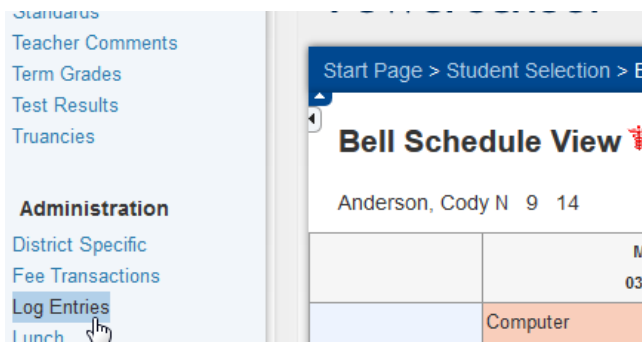


Process For the Log Entry Designee from within the PowerSchool Administrator Portal:

- 1) Log Entry Designee will receive an email with the subject “Log entry: <studentname>” will contain the Subject entered by the teacher, the teacher’s name, and the description provided by the teacher.



- 2) This will prompt the Designee to navigate to the Log Entry screen for the student in PowerSchool.



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- 3) On the Log Entry Screen, any teacher-initiated log entries will be in the list with the teacher's name under the Description.

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Edit Discipline Alert

[New](#)

Date	Description
03/04/2014	Bowe, Sheldon K - Subject of the Log Entry - Description of the infraction or information to be shared with the building staff responsible for addressing log entries.
03/04/2014	Bowe, Sheldon K - Teacher Submitted Log Entry - Here is a Log Entry that is submitted from the PowerTeacher Portal.

- 4) Click on the date to review the log entry.

Edit Log Entry

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Date & Time	03/04/2014 11:22 AM
Author	Bowe, Sheldon K
Log Type	Discipline
Subtype (optional for discipline)	
Consequence (optional for discipline)	
Title	Subject of the Log
Log Entry Text	Description of the infraction or information to be shared with the building staff responsible for addressing log entries.
Category	0
Action Date (MM/DD/YYYY)	0/0/00
Action Taken	Other
Action Taken Detail	
Action Taken End Date (MM/DD/YYYY)	0/0/0

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- 5) Complete any further details of the Log Entry, such as the Subtype and Consequence for discipline, additional comments in the Log Entry Text, the date of any action taken and the type of action. NOTE: If desired, information can be manually copied to the Incident Management portion of PowerSchool; however, there is no link between the Log Entry and the Incident Management modules.

Edit Log Entry

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Date & Time	03/04/2014 11:22 AM
Author	Bowe, Sheldon K
Log Type	Discipline
Subtype (optional for discipline)	04 (Disruptive)
Consequence (optional for discipline)	Loss of Privilege
Title	Subject of the Log
Log Entry Text	<p>information to be shared with the building staff responsible for addressing log entries.</p> <p>Principal spoke with student and decided that there will be no access to the computer lab this week.</p>
Category	0
Action Date (MM/DD/YYYY)	3/4/2014
Action Taken	Other
Action Taken Detail	No PC Lab
Action Taken End Date (MM/DD/YYYY)	3/8/2014

- 6) IF APPLICABLE: For EMIS Ohio State Reporting, complete any additional information in the Ohio State Info sections, as outlined in the Discipline Training Session and Documentation.
- 7) IF APPLICABLE: For CRDC information collection on bullying and harassment incidents, complete any additional information in the “For CRDC Only” section for the offender. You must then provide information on the victim’s State/Province – OH CRDC tab.
- 8) Click on the blue Submit button at the bottom of the page to save the changes to the Log Entry.