

ENTERING NEW LOG ENTRIES IN POWERSCHOOL

Provided below are the steps to be used to enter Home Visit, Intake, Meeting, and Telephone Contact Log Entries in PowerSchool.

Create a new log entry:

1. Log in to PowerSchool (<https://psprem01.yccs.org/admin>)
2. Find the student
3. Click on Log Entries – under Administration
4. Click on New

Log Entries

Cruz, Elijah 10 10000 WMHS

[Edit Discipline Alert](#)
[New](#)

| Date | Description |
|------------|--|
| 09/23/2016 | Johnson, Charlene - Home Visit - Home visit successful. Spoke with student who stated he will return to school on Monday. |

5. Choose **Miscellaneous** as the Log Type



[Start Page](#) > [Student Selection](#) > [Log Entry](#)

New Log Entry

Cruz, Elijah 10 10000 WMHS

| | | |
|---------------------------------------|--|------------|
| Date & Time | 09/23/2016 | 🕒 10:36 AM |
| Author | Matthews, Mashu | |
| Log Type | <div>✓ Attendance Discipline Medical Miscellaneous</div> | |
| Subtype (optional for discipline) | | |
| Consequence (optional for discipline) | | |
| Title | | |

6. Choose one of these Subtypes:

- Home Visit
- Intake
- Meeting
- Telephone Contact

New Log Entry

Cruz, Elijah 10 10000 WMHS

| | |
|---------------------------------------|--|
| Date & Time | |
| Author | |
| Log Type | |
| Subtype (optional for discipline) | |
| Consequence (optional for discipline) | |
| Title | |
| Log Entry Text | |
| Incident Date (MM/DD/YYYY) | |
| Action Date (MM/DD/YYYY) | |
| Category | |
| Action Taken | |
| Action Taken End Date (MM/DD/YYYY) | |
| Action Taken Detail | |

☒ L admission college
M1 Earns a HS Diploma
M10 College Readiness
M11 College Application
M12 Career Awareness
M13 College Visit
M14 Community Activity
M15 Community Service
M16 FAFSA Application
M17 Counselor Meeting
M18 Cultural Activity
M19 Educational Activity
M2 Earns a GED
M20 Governmental Activ.
M21 Home Visit
M22 Intake
M23 Internship
M24 Job Readiness
M25 Job Search/Prep
M26 Monitoring
M27 Job/Occup. Skills
M28 Meeting
M29 Student Contract
M30 Telephone Contact
M31 Test/Study Skills
M32 Alters Educ. Plan
M33 Referral
M4 Compl. trng prog
M5 Ret. to reg. school
M6 Academic Counseling
M7 Academic Enrichment
M8 Academic Instruction
M9 ACT/SAT Prep/App

- Enter information in the Log Entry Text box. You do not have to enter the date, time or author in the Log Entry Text box – PowerSchool will know who entered the data. **Do not use the Return key when typing in the Log Entry Text box.**

New Log Entry

Cruz, Elijah 10 10000 WMHS

| | | |
|---------------------------------------|---|------------|
| Date & Time | 09/23/2016 | 🕒 10:36 AM |
| Author | Matthews, Mashu | |
| Log Type | Miscellaneous | |
| Subtype (optional for discipline) | M28 Meeting | |
| Consequence (optional for discipline) | Please Select | |
| Title | Meeting at School | |
| Log Entry Text | <div>Made school visit to check in with Elijah on his first day back to school after an extended break.</div> | |
| Incident Date (MM/DD/YYYY) | 09/23/2016 | |
| Action Date (MM/DD/YYYY) | 09/23/2016 | |
| Category | Level One | |

- Click Submit

For additional questions or support submit a ticket using the YCCS help desk portal.

yccs.freshdesk.com