VERIFY STUDENT LOGGER UPDATE
AGENDA

- OVERVIEW OF STUDENT LOGGER
- CREATING A NEW LOG
- QUESTIONS
Student Logger is the Juarez communication tool to track and manage a student’s attendance, behavioral and academic development.

You can document:

- Student concerns
- Behavior incidents
- Communication with parents
- Actions taken to support student success
- Student progress: positive and/or negative
- Other useful student information

You can see all the logs teachers enter for a particular student, notify your colleagues, and request Dean support.

Key: Review Domain 2 of the Teacher Handbook for specific documentation instructions
CHANGES TO STUDENT LOGGER

- Depending on your verify access level you may see the following choices.

- Note Log Type and Sub-Log Type were simplified and customized for Juarez.

- Note there is an Attendance Phone Call and general Phone Call option.

- Use Request Support from Dean to notify Deans.

<table>
<thead>
<tr>
<th>Log Type</th>
<th>Sub-Log Type</th>
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<tbody>
<tr>
<td>Counselor</td>
<td>Conference</td>
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<td></td>
<td>Phone Call</td>
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<td></td>
<td>Other</td>
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<tr>
<td>Teacher</td>
<td>Conference</td>
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<td></td>
<td>Phone Call</td>
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<td></td>
<td>Attendance Phone Call</td>
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<tr>
<td></td>
<td>Completed a Tier 1 Strategy</td>
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<td></td>
<td>RTI referral submitted</td>
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<td></td>
<td>Request Support from Dean</td>
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<td></td>
<td>Other</td>
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<tr>
<td>Advocate</td>
<td>Conference</td>
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<td></td>
<td>Phone Call</td>
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<tr>
<td></td>
<td>RTI referral submitted</td>
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<tr>
<td></td>
<td>Home Visit</td>
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<td></td>
<td>Request Support from Dean</td>
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<td></td>
<td>Other</td>
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<tr>
<td>Dean</td>
<td>Conference</td>
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<td></td>
<td>Phone</td>
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<td></td>
<td>Discipline Action Completed</td>
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<td></td>
<td>RTI referral submitted</td>
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<td></td>
<td>Home Visit</td>
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<td></td>
<td>Other</td>
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ACCESSING STUDENT LOGGER

1. Log into **Verify** using your CPS credentials

2. Click on the **Incident Management** tab

3. Click on **Student Logger**

4. You are now at the **Student Logger Home Screen**

To log into Verify directly go to [https://verify.cps.k12.il.us](https://verify.cps.k12.il.us)
Verify can also be assessed through the IMPACT homepage at [http://impact.cps.k12.il.us/](http://impact.cps.k12.il.us/)
The **Student Logger Home Screen** displays all logs that you have created. Information displayed on the home screen includes:

- Student Name
- Division
- Incident Date and Time
- Log Date and Time
- Log Type and Sub-Log Type
- Creator Name

The student logs listed on the **Student Logger Home Screen** can be sorted by all fields.

To view a log, click on the paper image under the **View Column** to the left of the specific log you want to view.

To attach a sub-log to an existing log, click on the multiple papers with the plus sign in the **Attach Column**.

To edit a log, click on the button with the paper and pencil under the **Edit Column**.
CREATING A NEW LOG

- From the **Student Logger Home Screen** click on **Student View**
- While in the **Student View** screen, click on **Search** to look up and add the student
- The **Student Information** will populate for the selected student. If the student has any previous logs, they will be displayed at the bottom of the page
- To create a new log for the student, click on **New Log Entry**
CREATING A NEW LOG

- **Log Type** and **Sub-log Type** are dropdowns that allow you to decide what specific type of Student Log you are entering. Teachers should select the **Teacher** log type. The **Short Title** textbox corresponds to the **Log Title** that will be displayed. These are the main identifier of your Student Log.

- The **Comments** box is for detailed descriptions of the log’s contents. On the right side of the box, there is a **Privacy** and **Status** drop-down, which allows you to set who is able to read the Log. You are able to type in the **Location**, **Date/Time** and **Co-Editor** for the incident, if necessary.
CREATING A NEW LOG

- Once you have filled out the appropriate boxes, you can click **Create New Log** or **Create Log and Go to Notifications**.

- If you click **Create New Log**, it will direct you back to your homepage, where you are able to see the log.

- If you click **Create New Log and Go to Notifications**, you will see your log that you created, and a new set of options will appear. Here you can type a message for a recipient and choose any other staff member that you would like to pay particular attention to the log. Once you have completed this information, click **Create Notification**
Final Suggestions

**Do:**

- Exercise care and professional judgment when entering incidents or information
- Be specific, yet brief – Consider using Attendance, Academic, Behavior headings in Short Title
- Stick to the facts
- Inform an school administrator of a student’s suicidal or homicidal ideation or of any other serious incident

**Avoid:**

- Subjective statements expressing how you may felt personally offended by an incidents
- Statement regarding any of your emotions that may have emerged during and as a result of a behavior incident
- avoid narratives that draw un-founded conclusions or judgments about students, parents, or guardians

**Use Logger to:**

- INFORM
- DOCUMENT
- GET HELP
- BUILD A CASE

Your efforts will help students who need additional, intensive interventions in order to succeed in the school community

**Support for Student Logger?**

Contact Mike Stosek or Venetia Colón as your first line of support for the Student Logger.

Student Logger and all of Verify.net is supported by Omicron Technologies.
Phone: (773) 583-8267,
Email: support@omicrontech.net
It's QUESTION TIME!!