

Online Tutorial: Probation Log Entries

Step 1: From the start page, search or browse students.

Search Students

[View Field List](#) [View Function List](#) [How to Search](#)

Browse Students

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z
K 1 2 3 4 5 6 7 8 9 10 11 12 M FALL

Select a student to view student screens or choose the popup menu below to perform an action for the current selection.

Matches: (15)

(25894)	(03/07/94)	(9)	Magana, Melissa A
(25920)	(01/31/94)	(9)	Maldonado Fabela, Katherine
(25895)	(06/10/94)	(9)	Mandujano, Hector
(18020)	(06/09/93)	(10)	Marron, Anthony Pedro
(23146)	(03/28/93)	(9)	Martinez, Daisy
(18021)	(08/25/93)	(10)	Martinez, Diana
(25498)	(12/01/94)	(9)	Martinez, Jennifer
(25499)	(04/03/94)	(9)	Martinez, Kristopher Mardonio
(18022)	(08/18/93)	(10)	Martinez-Mejia, Kevin Ovidio
(25898)	(01/11/94)	(9)	Marzett, Justin Bernard
(18023)	(11/29/93)	(10)	Matthews, Iyanna
(18030)	(09/11/93)	(10)	Meza, Andres Illaro
(26291)	(10/19/92)	(10)	Monje, Yvette Marlene
(25900)	(08/05/94)	(9)	Monroy, Sandy Elisa
(18032)	(07/20/93)	(10)	Morales, Daisy

Select a function for this group of students

Step 2: Select a student by clicking on his/her name.

Step 3: Click on “Log Entries” under the “Administration” heading.

Administration

- District Specific
- Fee Transactions
- Log Entries**
- Lunch
- Lunch Transactions

[Edit Discipline Alert](#)



Step 4: In the center of the screen, click the “New” button.

Step 5: Next to the “Log Type” heading, choose “Probation – Current” from the drop-down menu.

Log Type

- Discipline
- Discipline**
- Parent Called
- Parent Hours
- Parent Visit
- Probation - Complete
- Probation - Current
- Special Ed
- Other

Consequence (optional for discipline)
Duration of Detention (applicable)
Title

Step 6: Leave “Consequence,” “Duration of Detention” and “Title” blank. They are not necessary for this type of log entry.

Step 7: Enter information about the student’s probation into the text box next to “Log Entry Text.” Helpful information may include: the student’s probation officer, the officer’s contact information, and any updates about the student’s probation.

Log Entry Text

Sam officially began her probation today.
She will be monitored by Officer Garner.
He can be reached at 555-555-5555.

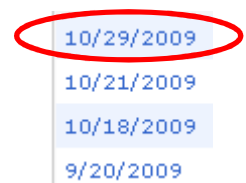
Step 8: Leave “Suspension Duration,” “Suspension Reason,” and “Suspension Status” blank. Again, they are not necessary for this type of log entry.



 ← **Step 9:** Click the “Submit” button at the bottom of the screen.

Addendum #1: Updating the Log Entry

As you receive more information about the student’s probation, you should update the log entry. You can do this by finding the student (Steps 1-3 once again), then clicking the date of the log entry you’d like to update.



From there, enter the updated information in the text box next to “Log Entry Text” and click the “Submit” button at the bottom of the screen – just as you did in Step 7 & Step 9.

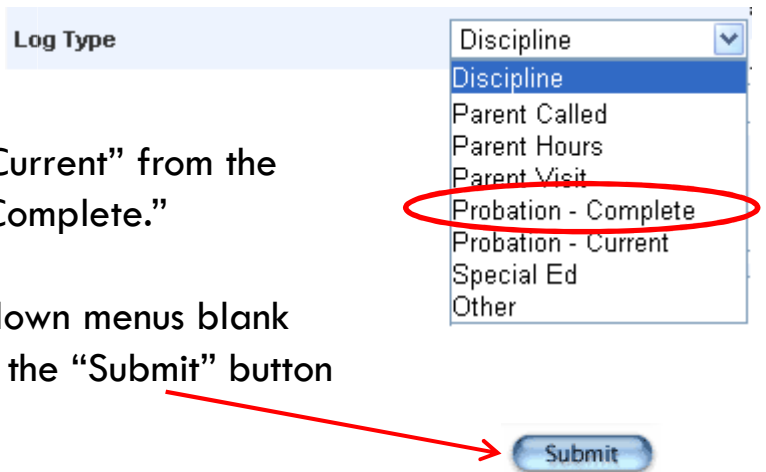
Addendum #2: Ending Probation

When a student's probation has come to an end, you should enter a another log entry in PowerSchool.

To do so, follow Steps 1-4.

Then, instead of choosing "Probation – Current" from the "Log Type" menu, choose "Probation – Complete."

From there, you can leave all the drop-down menus blank and the text box blank, and simply click the "Submit" button at the bottom of the screen.



Note: It is VERY important to create this second log entry. Without it, your school has no way of knowing that the student has completed his/her probation.