

# View a Pupil's Contact History

All messages sent from PARS to a pupil or their parents are stored in the pupil's contact history.

There are three methods to access a pupil's contact history, which are covered in this guide.










## Via the External Contact Page

This method can only be used to view one student's contact history at a time. This is the only method that allows entries on the contact history to be edited or deleted. Go to:

**Main menu > Contact management > External contact**

A student selector window will open. Select the student(s) whose contact history you wish to view then click **Accept**. This will open the External Contact page.

Each of the selected pupils will be displayed on the left of the page. Click on the pupil whose contact history you wish to view then click the **Contact history** button on the top toolbar.

		<a href="#">From</a>	<a href="#">To</a>	<a href="#">Date</a>	<a href="#">Type</a>	<a href="#">Contact details</a>	<a href="#">Subject</a>
		F. Burton	G. Abbey	21/07/2016 14:01:45	Text message	07333111111	Your daughter is absent from school today. Please contact the school office to explain why asap.
		F. Burton	S. Abbey	05/07/2016 12:41:02	Letter home	Mr S Abbey	Letter to Mr S Abbey
		F. Burton	L. Abbey	05/07/2016 12:41:02	Letter home	Mrs L Abbey	Letter to Mrs L Abbey
	 	A. Blacker	S. Abbey	14/09/2015 15:58:00	Home phone call	01632111113	Call made: spoke about uniform

Entries on the contact history can be edited using the red cross buttons. Details of phone calls can be edited using the pencil buttons.

## Using Contact Reports

Contact reports can show the contact history for multiple pupils in one single report. Reports can also be exported to PDF or Excel if required. To access the report go to:

**Main menu > Contact management > Contact reports**

The report is accessed via:

**External contacts > Contact history**

A date selector will open; select the date range of contact information that you require then click **Accept**. A student selector window will open. Select the student(s) whose contact history you wish to view then click **Accept**.

## Using Behaviour Reports

There is a behaviour report that will show a student's contact history, along with information about their behaviour incidents, detentions and times they have been on report. Reports can show the contact history for multiple pupils in one single report and can also be exported to PDF or Excel if required. To access this report go to:

**Main menu > Behaviour > Behaviour reports**

The report is accessed via:

**Behaviour displays > Behaviour chronology**

A date selector will open; select the date range of contact information that you require then click **Accept**. A student selector window will open. Select the student(s) whose contact history you wish to view then click **Accept**.