



SIGNING ATTENDANCE



Visit the [Parent Portal](#) to sign attendance

NOTE *Signing and Archiving can only happen on or after the last day of the LP.**

STEP 1:

Log in as normal

- [Parent Portal Feather River](#)
- [Parent Portal Clarksville](#)
- [Parent Portal Winship](#)
- [Parent Portal Cottonwood](#)
- [Parent Portal Lake View](#)

STEP 2:

Click on **Activity Log** for the student you are doing attendance for. **Verify that the correct LP is selected under SELECT LEARNING PERIODS**, then click **REVIEW LOG**

The screenshot shows the 'Activity Log' interface. On the left is a navigation menu with 'Activity Log' highlighted and circled in red. The main area contains several filter sections: 'Schoolyear' (2017 - 2018), 'Log Type' (Grid Log - Check), 'Report Title' (Student Learning Log), 'Select Learning Periods' (Track: C LP 5 (33 days: 11/27/20...)), and 'Print Signature Lines' (Parent). Below these are buttons for 'Review Log', 'Print Log', and 'Sign and Archive'. At the bottom right is a 'Save Changes' button. A note at the bottom states: 'You may enter descriptions of your activities and time spent in school on this page. Your teacher will be able to review it from their computer.'

STEP 3:

The LP calendar will pull up and you will check all the boxes for the days of attendance:

21 22 23 24 25 26

Monday 11/27 <input checked="" type="checkbox"/> Student engaged in assigned educational activities.	Tuesday 11/28 <input checked="" type="checkbox"/> Student engaged in assigned educational activities.	Wednesday 11/29 <input checked="" type="checkbox"/> Student engaged in assigned educational activities.	Thursday 11/30 <input checked="" type="checkbox"/> Student engaged in assigned educational activities.	Friday 12/01 <input checked="" type="checkbox"/> Student engaged in assigned educational activities.
Monday 12/04 <input checked="" type="checkbox"/> Student engaged in assigned educational activities.	Tuesday 12/05 <input checked="" type="checkbox"/> Student engaged in assigned educational activities.	Wednesday 12/06 <input checked="" type="checkbox"/> Student engaged in assigned educational activities.	Thursday 12/07 <input checked="" type="checkbox"/> Student engaged in assigned educational activities.	Friday 12/08 <input checked="" type="checkbox"/> Student engaged in assigned educational activities.
Monday 12/11 <input checked="" type="checkbox"/> Student engaged in assigned educational activities.	Tuesday 12/12 <input checked="" type="checkbox"/> Student engaged in assigned educational activities.	Wednesday 12/13 <input checked="" type="checkbox"/> Student engaged in assigned educational activities.	Thursday 12/14 <input checked="" type="checkbox"/> Student engaged in assigned educational activities.	Friday 12/15 <input checked="" type="checkbox"/> Student engaged in assigned educational activities.

STEP 4:

Click **SAVE CHANGES** and wait for it to say that Changes have been saved.

You may enter descriptions of your activities and time spent in school on this page. Your teacher will be able to review it from their computer.

Save Changes

Student Learning Log

Student Name: _____ Student ID _____ Grade Level: 9 LP: 1
Teacher Name _____ Teacher Number: _____ Date Range: 08/17/2020 - 09/18/2020

August 2020						
S	M	T	W	T	F	S
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
S	M	T	W	T	F	S
		01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19

Monday 08/17 <input type="checkbox"/> Student engaged in assigned educational activities.	Tuesday 08/18 <input type="checkbox"/> Student engaged in assigned educational activities.	Wednesday 08/19 <input type="checkbox"/> Student engaged in assigned educational activities.	Thursday 08/20 <input type="checkbox"/> Student engaged in assigned educational activities.	Friday 08/21 <input type="checkbox"/> Student engaged in assigned educational activities.
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STEP 5:

Click on **PARENT SIGNATURE** and then **SIGN AND ARCHIVE**:

Schoolyear 2017 - 2018
Log Type Grid Log - Check
Report Title Student Learning Log

Select Learning Periods Track: C LP 5 (33 days: 11/27/20...
Print Signature Lines Parent
Other Options Hide Printed Calendar Print in Landscape

Review Log **Print Log** **Sign and Archive**

You may enter descriptions of your activities and time spent in school on this page. Your teacher will be able to review it from their computer.

STEP 6:

Check the log to be sure all the boxes are checked and then sign and date the bottom as usual. Click **SUBMIT**.

