



Step 3:
Click each box, verifying that your child has done their school work for the day.

Attendance - Parent Portal

Step 1:
Sign into the Parent Portal, using the username and password that was emailed to you. If you did not receive this email, please contact your teacher for login.

PASSWORDS ARE CASE SENSITIVE!
After your first login to Parent Portal, you will be prompted to create a new password.

Step 2:
Click on **Activity Log**. Make sure to check that all student information is correct and the correct LP is checked.

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

Schoolyear/Period: 2016 - 2017: Semester 1 (Fall) Print Log Sign and Archive

Select a Learning LP 1 (22 days: 09/01/2016 - 09/30/2016)

Period: LP 1 (09/01/2016 - 09/30/2016)

Log Type: Grid Log - Check LP 2 (10/03/2016 - 10/28/2016)

Report Title: Attendance Log LP 3 (10/31/2016 - 12/02/2016)

Print signature lines Parent LP 4 (12/05/2016 - 01/27/2017)

for: Hide Printed Calendar:

Check box: Parent Signature

Student Name: Test Student Student ID: 10052 Grade Level: 5 LP: 1
Teacher Name: Giovanna Arzaga Teacher Number: 2 Date Range: 09/01/2016 - 09/30/2016

Signed By Parent/Guardian: _____ Signature Date: _____
Type name here Last date of the LP

Signature date should be the last day of the learning period.

Send Invitation(s) / Submit Agreement

Step 4:
Click **Sign and Archive** at the top of the page. Sign in the white box and type name in the box below. Click **Submit Agreement** on the bottom right. You have now submitted an electronic attendance log!