

# Completing Attendance for TRHS

This is a simple guide on how to log on and claim attendance for TRHS using a computer as  
*a phone does not work for this reporting.*






1. Start at the ***Parent Portal*** option at the top of the website.

twinridgeshomestudy.org

Home About Us ▾ Learning Centers Admission Event Calendar **Parent Portal ▾** Teacher Portal

Notice of Public Hearing

40+ years of supporting your Personalized Learning Philosophy!



Director's Monthly Family Letter

Board Agenda

Mr. Steve's Newsletter

**Emergency Services**  
**Ready Nevada**  
**County**

Call 211 to register your cell phone to receive alerts

**~Covid-19 Updates~**

- Nevada County Superintendent Advisory #5
- April 2, 2020 TRHS Parent Letter

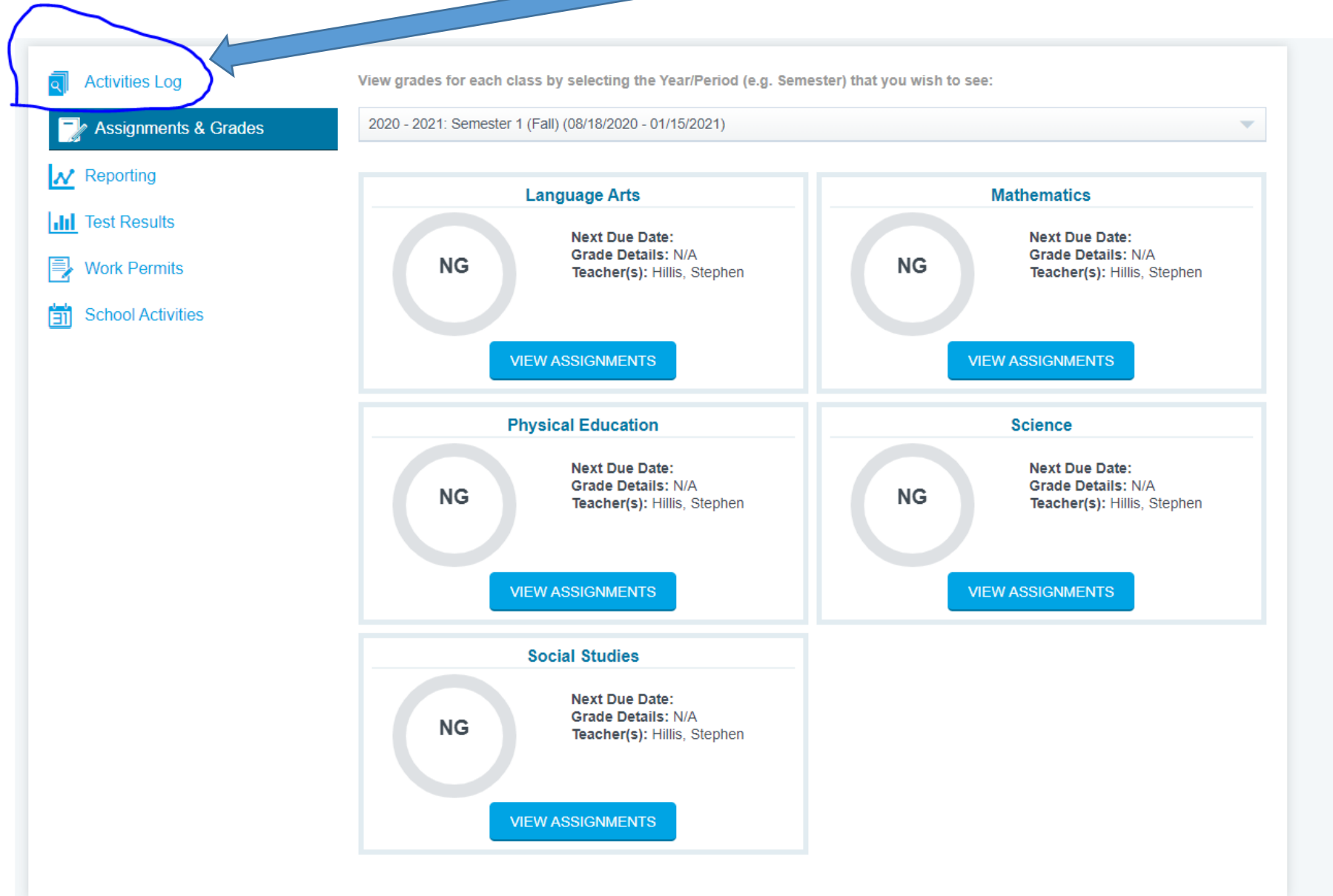
**~Other Links~**

Canal Safety

Williams Complaint Form

California School Dashboard

## 2. It should take you to this page and you want to click **Activities Log**



The screenshot shows a web application interface for a school. On the left is a sidebar with several menu items: 'Activities Log' (highlighted with a blue circle and a blue arrow pointing to it), 'Assignments & Grades', 'Reporting', 'Test Results', 'Work Permits', and 'School Activities'. The main content area is titled 'View grades for each class by selecting the Year/Period (e.g. Semester) that you wish to see:' and features a dropdown menu set to '2020 - 2021: Semester 1 (Fall) (08/18/2020 - 01/15/2021)'. Below this, there are five class cards: 'Language Arts', 'Mathematics', 'Physical Education', 'Science', and 'Social Studies'. Each card displays a large 'NG' in a circle, followed by the text 'Next Due Date:', 'Grade Details: N/A', and 'Teacher(s): Hillis, Stephen'. At the bottom of each card is a blue button labeled 'VIEW ASSIGNMENTS'.

**Activities Log**

**Assignments & Grades**

**Reporting**

**Test Results**

**Work Permits**

**School Activities**

View grades for each class by selecting the Year/Period (e.g. Semester) that you wish to see:

2020 - 2021: Semester 1 (Fall) (08/18/2020 - 01/15/2021)

**Language Arts**

NG

Next Due Date:  
Grade Details: N/A  
Teacher(s): Hillis, Stephen

VIEW ASSIGNMENTS

**Mathematics**

NG

Next Due Date:  
Grade Details: N/A  
Teacher(s): Hillis, Stephen

VIEW ASSIGNMENTS

**Physical Education**

NG

Next Due Date:  
Grade Details: N/A  
Teacher(s): Hillis, Stephen

VIEW ASSIGNMENTS

**Science**

NG

Next Due Date:  
Grade Details: N/A  
Teacher(s): Hillis, Stephen

VIEW ASSIGNMENTS

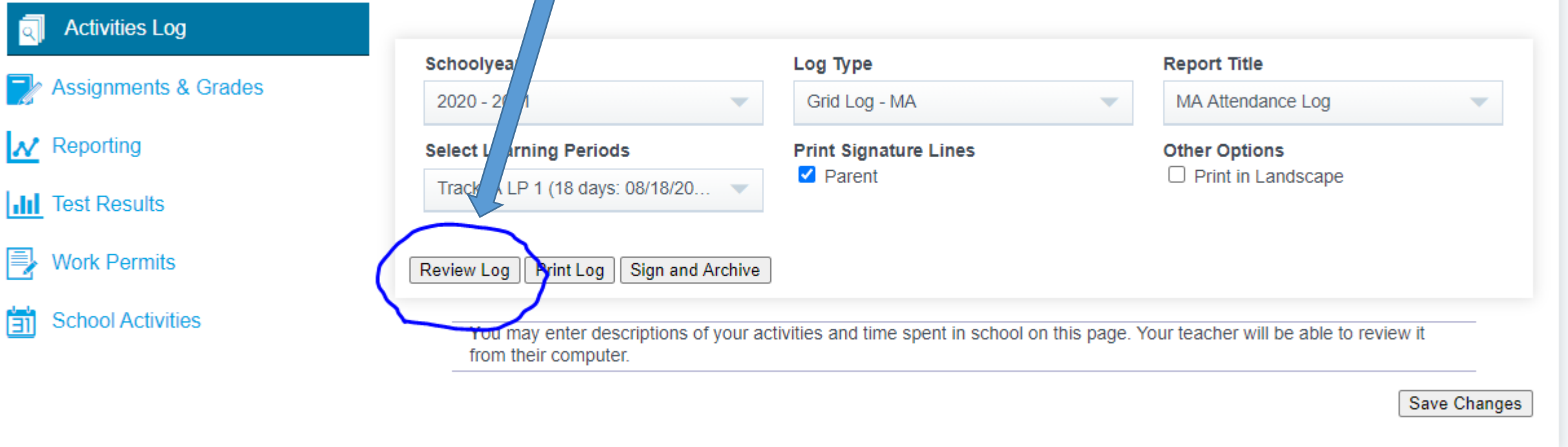
**Social Studies**

NG

Next Due Date:  
Grade Details: N/A  
Teacher(s): Hillis, Stephen

VIEW ASSIGNMENTS

### 3. Click on the **Review Log** button



The screenshot shows a web interface for managing activities. On the left is a sidebar with navigation links: 'Activities Log' (highlighted in a dark blue bar), 'Assignments & Grades', 'Reporting', 'Test Results', 'Work Permits', and 'School Activities'. The main content area contains a form with several sections: 'Schoolyear' (dropdown menu showing '2020 - 2021'), 'Log Type' (dropdown menu showing 'Grid Log - MA'), 'Report Title' (dropdown menu showing 'MA Attendance Log'), 'Select Learning Periods' (dropdown menu showing 'Track A LP 1 (18 days: 08/18/20...'), 'Print Signature Lines' (checkbox 'Parent' is checked), and 'Other Options' (checkbox 'Print in Landscape' is unchecked). At the bottom of the form are three buttons: 'Review Log', 'Print Log', and 'Sign and Archive'. A blue arrow points from the instruction above to the 'Review Log' button, which is also circled in blue. Below the buttons is a text box with the placeholder text: '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.' In the bottom right corner is a 'Save Changes' button.

**Activities Log**

Assignments & Grades

Reporting

Test Results

Work Permits

School Activities

**Schoolyear**  
2020 - 2021

**Log Type**  
Grid Log - MA

**Report Title**  
MA Attendance Log

**Select Learning Periods**  
Track A LP 1 (18 days: 08/18/20...

**Print Signature Lines**  
☒ Parent

**Other Options**  
☐ 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.

**Save Changes**

4. This is where you ***claim attendance*** for your student. Please check every box (*we recommend*) or ***at least one box for every single day***. Select **Save Changes** when done

ties

You may have made changes to this form. If you proceed without first saving these changes, they will be lost.

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

## Twin Ridges Home Study Charter MA Attendance Log

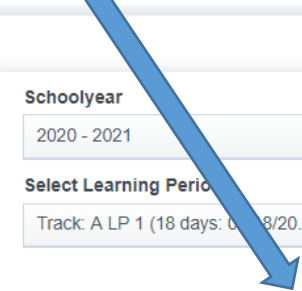
Student Name: [REDACTED]  
Teacher Name: Stephen Hillis

Student ID: [REDACTED]  
Teacher Number: 3958

Grade Level: 6  
Date Range: 08/18/2020 - 09/11/2020  
LP: 1

	<b>Tuesday 08/18</b> <input checked="" type="checkbox"/> Language Arts <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Physical Education <input checked="" type="checkbox"/> Science <input checked="" type="checkbox"/> Social Studies	<b>Wednesday 08/19</b> <input checked="" type="checkbox"/> Language Arts <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Physical Education <input checked="" type="checkbox"/> Science <input checked="" type="checkbox"/> Social Studies	<b>Thursday 08/20</b> <input checked="" type="checkbox"/> Language Arts <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Physical Education <input checked="" type="checkbox"/> Science <input checked="" type="checkbox"/> Social Studies	<b>Friday 08/21</b> <input checked="" type="checkbox"/> Language Arts <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Physical Education <input checked="" type="checkbox"/> Science <input checked="" type="checkbox"/> Social Studies
<b>Monday 08/24</b> <input checked="" type="checkbox"/> Language Arts <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Physical Education <input checked="" type="checkbox"/> Science <input checked="" type="checkbox"/> Social Studies	<b>Tuesday 08/25</b> <input checked="" type="checkbox"/> Language Arts <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Physical Education <input checked="" type="checkbox"/> Science <input checked="" type="checkbox"/> Social Studies	<b>Wednesday 08/26</b> <input checked="" type="checkbox"/> Language Arts <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Physical Education <input checked="" type="checkbox"/> Science <input checked="" type="checkbox"/> Social Studies	<b>Thursday 08/27</b> <input checked="" type="checkbox"/> Language Arts <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Physical Education <input checked="" type="checkbox"/> Science <input checked="" type="checkbox"/> Social Studies	<b>Friday 08/28</b> <input checked="" type="checkbox"/> Language Arts <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Physical Education <input checked="" type="checkbox"/> Science <input checked="" type="checkbox"/> Social Studies
<b>Monday 08/31</b> <input checked="" type="checkbox"/> Language Arts <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Physical Education <input checked="" type="checkbox"/> Science <input checked="" type="checkbox"/> Social Studies	<b>Tuesday 09/01</b> <input checked="" type="checkbox"/> Language Arts <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Physical Education <input checked="" type="checkbox"/> Science <input checked="" type="checkbox"/> Social Studies	<b>Wednesday 09/02</b> <input checked="" type="checkbox"/> Language Arts <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Physical Education <input checked="" type="checkbox"/> Science <input checked="" type="checkbox"/> Social Studies	<b>Thursday 09/03</b> <input checked="" type="checkbox"/> Language Arts <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Physical Education <input checked="" type="checkbox"/> Science <input checked="" type="checkbox"/> Social Studies	<b>Friday 09/04</b> <input checked="" type="checkbox"/> Language Arts <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Physical Education <input checked="" type="checkbox"/> Science <input checked="" type="checkbox"/> Social Studies
<b>Monday 09/07</b> No Classes Today	<b>Tuesday 09/08</b> <input checked="" type="checkbox"/> Language Arts <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Physical Education <input checked="" type="checkbox"/> Science <input checked="" type="checkbox"/> Social Studies	<b>Wednesday 09/09</b> <input checked="" type="checkbox"/> Language Arts <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Physical Education <input checked="" type="checkbox"/> Science <input checked="" type="checkbox"/> Social Studies	<b>Thursday 09/10</b> <input checked="" type="checkbox"/> Language Arts <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Physical Education <input checked="" type="checkbox"/> Science <input checked="" type="checkbox"/> Social Studies	<b>Friday 09/11</b> <input checked="" type="checkbox"/> Language Arts <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Physical Education <input checked="" type="checkbox"/> Science <input checked="" type="checkbox"/> Social Studies

5. After clicking the **Save Changes** button, you will see this screen. Click the ***Sign and Archive*** button



Activities Log

Assignments & Grades

Reporting

Test Results

Work Permits

School Activities

Schoolyear

2020 - 2021

Log Type

Grid Log - MA

Report Title

MA Attendance Log

Select Learning Period

Track: A LP 1 (18 days: 08/18/20...)

Print Signature Lines

☒ Parent

Other Options

☐ 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.

Save Changes



Your log entries have been saved.

Twin Ridges Home Study Charter

MA Attendance Log


Student Name: [redacted] Student ID: [redacted] Grade Level: 6 LP: 1

Teacher Name: Stephen Hillis Teacher Number: 3958 Date Range: 08/18/2020 - 09/11/2020

	<div><b>Tuesday 08/18</b></div> <div><input checked="" type="checkbox"/> Language Arts</div> <div><input checked="" type="checkbox"/> Mathematics</div> <div><input checked="" type="checkbox"/> Physical Education</div> <div><input checked="" type="checkbox"/> Science</div> <div><input checked="" type="checkbox"/> Social Studies</div>	<div><b>Wednesday 08/19</b></div> <div><input checked="" type="checkbox"/> Language Arts</div> <div><input checked="" type="checkbox"/> Mathematics</div> <div><input checked="" type="checkbox"/> Physical Education</div> <div><input checked="" type="checkbox"/> Science</div> <div><input checked="" type="checkbox"/> Social Studies</div>	<div><b>Thursday 08/20</b></div> <div><input checked="" type="checkbox"/> Language Arts</div> <div><input checked="" type="checkbox"/> Mathematics</div> <div><input checked="" type="checkbox"/> Physical Education</div> <div><input checked="" type="checkbox"/> Science</div> <div><input checked="" type="checkbox"/> Social Studies</div>	<div><b>Friday 08/21</b></div> <div><input checked="" type="checkbox"/> Language Arts</div> <div><input checked="" type="checkbox"/> Mathematics</div> <div><input checked="" type="checkbox"/> Physical Education</div> <div><input checked="" type="checkbox"/> Science</div> <div><input checked="" type="checkbox"/> Social Studies</div>
<div><b>Monday 08/24</b></div> <div><input checked="" type="checkbox"/> Language Arts</div> <div><input checked="" type="checkbox"/> Mathematics</div> <div><input checked="" type="checkbox"/> Physical Education</div> <div><input checked="" type="checkbox"/> Science</div>	<div><b>Tuesday 08/25</b></div> <div><input checked="" type="checkbox"/> Language Arts</div> <div><input checked="" type="checkbox"/> Mathematics</div> <div><input checked="" type="checkbox"/> Physical Education</div> <div><input checked="" type="checkbox"/> Science</div>	<div><b>Wednesday 08/26</b></div> <div><input checked="" type="checkbox"/> Language Arts</div> <div><input checked="" type="checkbox"/> Mathematics</div> <div><input checked="" type="checkbox"/> Physical Education</div> <div><input checked="" type="checkbox"/> Science</div>	<div><b>Thursday 08/27</b></div> <div><input checked="" type="checkbox"/> Language Arts</div> <div><input checked="" type="checkbox"/> Mathematics</div> <div><input checked="" type="checkbox"/> Physical Education</div> <div><input checked="" type="checkbox"/> Science</div>	<div><b>Friday 08/28</b></div> <div><input checked="" type="checkbox"/> Language Arts</div> <div><input checked="" type="checkbox"/> Mathematics</div> <div><input checked="" type="checkbox"/> Physical Education</div> <div><input checked="" type="checkbox"/> Science</div>



6. This screen should appear and you **sign** your name in the **big box** and **type** your name in the **small box**.



## Twin Ridges Home Study Charter MA Attendance Log

Student Name:  Student ID:  Grade Level:  LP: 1  
Teacher Name: Stephen Hillis Teacher Number: 3958 Date Range: 08/18/2020 - 09/11/2020

Possible Days: 18 Days Claimed: 18

Parent  
Sign Here

Parent/Guardian Name:  Signature Date:

	<b>Tuesday 08/18</b> <input checked="" type="checkbox"/> Language Arts <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Physical Education <input checked="" type="checkbox"/> Science <input checked="" type="checkbox"/> Social Studies	<b>Wednesday 08/19</b> <input checked="" type="checkbox"/> Language Arts <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Physical Education <input checked="" type="checkbox"/> Science <input checked="" type="checkbox"/> Social Studies	<b>Thursday 08/20</b> <input checked="" type="checkbox"/> Language Arts <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Physical Education <input checked="" type="checkbox"/> Science <input checked="" type="checkbox"/> Social Studies	<b>Friday 08/21</b> <input checked="" type="checkbox"/> Language Arts <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Physical Education <input checked="" type="checkbox"/> Science <input checked="" type="checkbox"/> Social Studies
<b>Monday 08/24</b> <input checked="" type="checkbox"/> Language Arts <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Physical Education <input checked="" type="checkbox"/> Science <input checked="" type="checkbox"/> Social Studies	<b>Tuesday 08/25</b> <input checked="" type="checkbox"/> Language Arts <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Physical Education <input checked="" type="checkbox"/> Science <input checked="" type="checkbox"/> Social Studies	<b>Wednesday 08/26</b> <input checked="" type="checkbox"/> Language Arts <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Physical Education <input checked="" type="checkbox"/> Science <input checked="" type="checkbox"/> Social Studies	<b>Thursday 08/27</b> <input checked="" type="checkbox"/> Language Arts <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Physical Education <input checked="" type="checkbox"/> Science <input checked="" type="checkbox"/> Social Studies	<b>Friday 08/28</b> <input checked="" type="checkbox"/> Language Arts <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Physical Education <input checked="" type="checkbox"/> Science <input checked="" type="checkbox"/> Social Studies
<b>Monday 08/31</b> <input checked="" type="checkbox"/> Language Arts <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Physical Education <input checked="" type="checkbox"/> Science <input checked="" type="checkbox"/> Social Studies	<b>Tuesday 09/01</b> <input checked="" type="checkbox"/> Language Arts <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Physical Education <input checked="" type="checkbox"/> Science <input checked="" type="checkbox"/> Social Studies	<b>Wednesday 09/02</b> <input checked="" type="checkbox"/> Language Arts <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Physical Education <input checked="" type="checkbox"/> Science <input checked="" type="checkbox"/> Social Studies	<b>Thursday 09/03</b> <input checked="" type="checkbox"/> Language Arts <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Physical Education <input checked="" type="checkbox"/> Science <input checked="" type="checkbox"/> Social Studies	<b>Friday 09/04</b> <input checked="" type="checkbox"/> Language Arts <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Physical Education <input checked="" type="checkbox"/> Science <input checked="" type="checkbox"/> Social Studies
<b>Monday 09/07</b> <input checked="" type="checkbox"/> Language Arts <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Physical Education <input checked="" type="checkbox"/> Science <input checked="" type="checkbox"/> Social Studies	<b>Tuesday 09/08</b> <input checked="" type="checkbox"/> Language Arts <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Physical Education <input checked="" type="checkbox"/> Science <input checked="" type="checkbox"/> Social Studies	<b>Wednesday 09/09</b> <input checked="" type="checkbox"/> Language Arts <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Physical Education <input checked="" type="checkbox"/> Science <input checked="" type="checkbox"/> Social Studies	<b>Thursday 09/10</b> <input checked="" type="checkbox"/> Language Arts <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Physical Education <input checked="" type="checkbox"/> Science <input checked="" type="checkbox"/> Social Studies	<b>Friday 09/11</b> <input checked="" type="checkbox"/> Language Arts <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Physical Education <input checked="" type="checkbox"/> Science <input checked="" type="checkbox"/> Social Studies

7. Click the **Send Invitation/Submit Agreement** button, and you are all set!

	<b>Tuesday 08/18</b> <input checked="" type="checkbox"/> Language Arts <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Physical Education <input checked="" type="checkbox"/> Science <input checked="" type="checkbox"/> Social Studies	<b>Wednesday 08/19</b> <input checked="" type="checkbox"/> Language Arts <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Physical Education <input checked="" type="checkbox"/> Science <input checked="" type="checkbox"/> Social Studies	<b>Thursday 08/20</b> <input checked="" type="checkbox"/> Language Arts <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Physical Education <input checked="" type="checkbox"/> Science <input checked="" type="checkbox"/> Social Studies	<b>Friday 08/21</b> <input checked="" type="checkbox"/> Language Arts <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Physical Education <input checked="" type="checkbox"/> Science <input checked="" type="checkbox"/> Social Studies
<b>Monday 08/24</b> <input checked="" type="checkbox"/> Language Arts <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Physical Education <input checked="" type="checkbox"/> Science <input checked="" type="checkbox"/> Social Studies	<b>Tuesday 08/25</b> <input checked="" type="checkbox"/> Language Arts <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Physical Education <input checked="" type="checkbox"/> Science <input checked="" type="checkbox"/> Social Studies	<b>Wednesday 08/26</b> <input checked="" type="checkbox"/> Language Arts <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Physical Education <input checked="" type="checkbox"/> Science <input checked="" type="checkbox"/> Social Studies	<b>Thursday 08/27</b> <input checked="" type="checkbox"/> Language Arts <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Physical Education <input checked="" type="checkbox"/> Science <input checked="" type="checkbox"/> Social Studies	<b>Friday 08/28</b> <input checked="" type="checkbox"/> Language Arts <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Physical Education <input checked="" type="checkbox"/> Science <input checked="" type="checkbox"/> Social Studies
<b>Monday 08/31</b> <input checked="" type="checkbox"/> Language Arts <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Physical Education <input checked="" type="checkbox"/> Science <input checked="" type="checkbox"/> Social Studies	<b>Tuesday 09/01</b> <input checked="" type="checkbox"/> Language Arts <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Physical Education <input checked="" type="checkbox"/> Science <input checked="" type="checkbox"/> Social Studies	<b>Wednesday 09/02</b> <input checked="" type="checkbox"/> Language Arts <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Physical Education <input checked="" type="checkbox"/> Science <input checked="" type="checkbox"/> Social Studies	<b>Thursday 09/03</b> <input checked="" type="checkbox"/> Language Arts <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Physical Education <input checked="" type="checkbox"/> Science <input checked="" type="checkbox"/> Social Studies	<b>Friday 09/04</b> <input checked="" type="checkbox"/> Language Arts <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Physical Education <input checked="" type="checkbox"/> Science <input checked="" type="checkbox"/> Social Studies
<b>Monday 09/07</b> No Classes Today	<b>Tuesday 09/08</b> <input checked="" type="checkbox"/> Language Arts <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Physical Education <input checked="" type="checkbox"/> Science <input checked="" type="checkbox"/> Social Studies	<b>Wednesday 09/09</b> <input checked="" type="checkbox"/> Language Arts <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Physical Education <input checked="" type="checkbox"/> Science <input checked="" type="checkbox"/> Social Studies	<b>Thursday 09/10</b> <input checked="" type="checkbox"/> Language Arts <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Physical Education <input checked="" type="checkbox"/> Science <input checked="" type="checkbox"/> Social Studies	<b>Friday 09/11</b> <input checked="" type="checkbox"/> Language Arts <input checked="" type="checkbox"/> Mathematics <input checked="" type="checkbox"/> Physical Education <input checked="" type="checkbox"/> Science <input checked="" type="checkbox"/> Social Studies

8. You are Done and Life is Good. Now go out into our World and make *Great Things Happen with Peace in Your Heart*, because your attendance is complete! **Remember to Vote** this November!



🔒 twinridges.parentstudentportal.com/mod.php/archive/sign.php?action[save]=1



[Home](#)

[Settings](#)

[Log Out](#)

 Select Language ▼



Document has been saved

Signatures:1  
Invitations:0