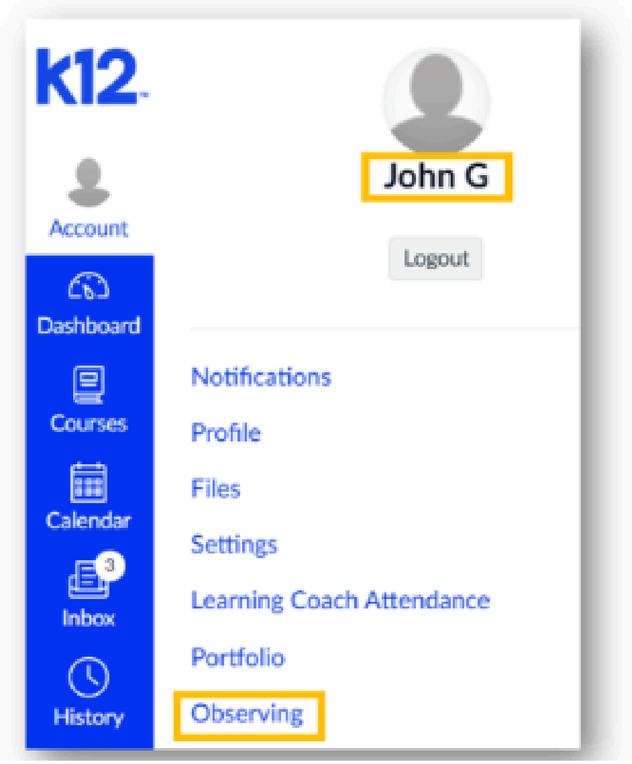
Logging Attendance in the K12 School

https://login.k12.com

Tip! Attendance can only be logged from the Learning Coach's account.

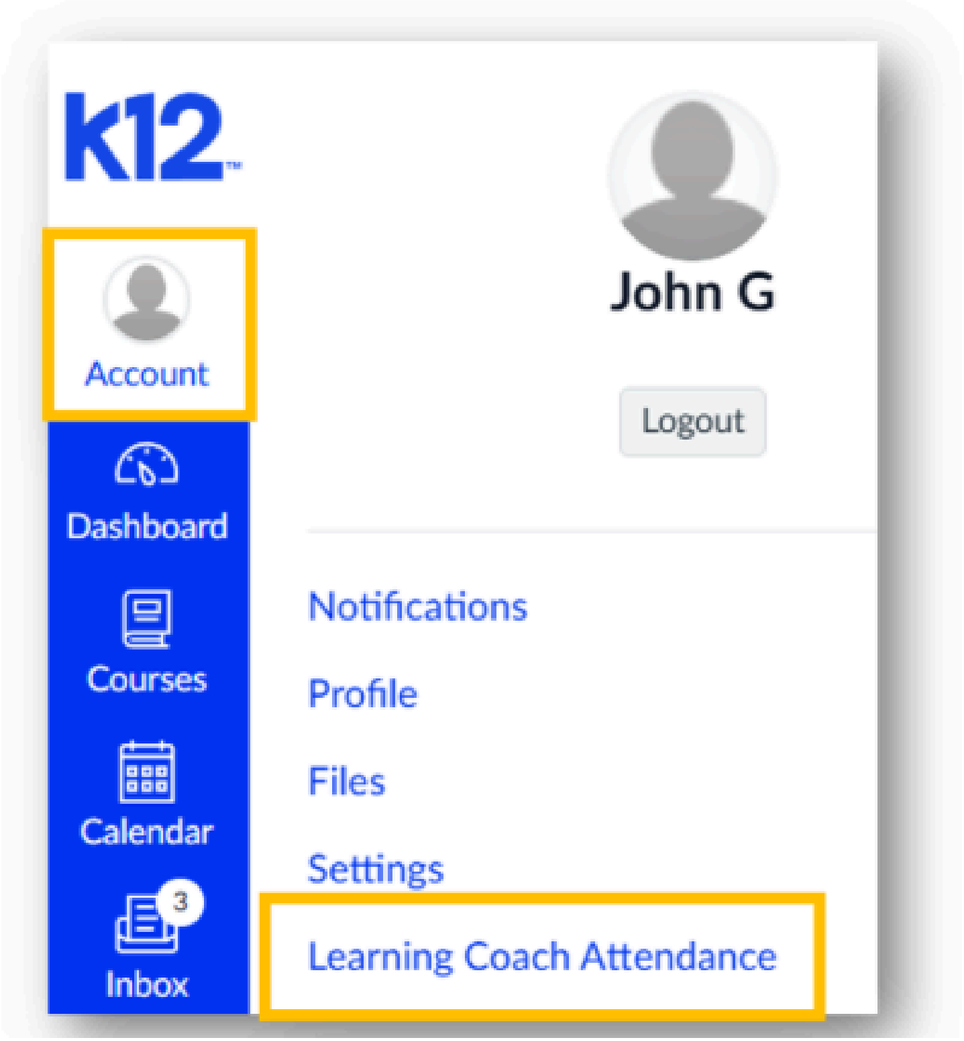
If you have issues opening the Attendance page, make sure you're in the correct account by clicking **Account** from the navigation menu. Here, you can confirm the **Learning Coach's name** and see a unique link titled **Observing**.



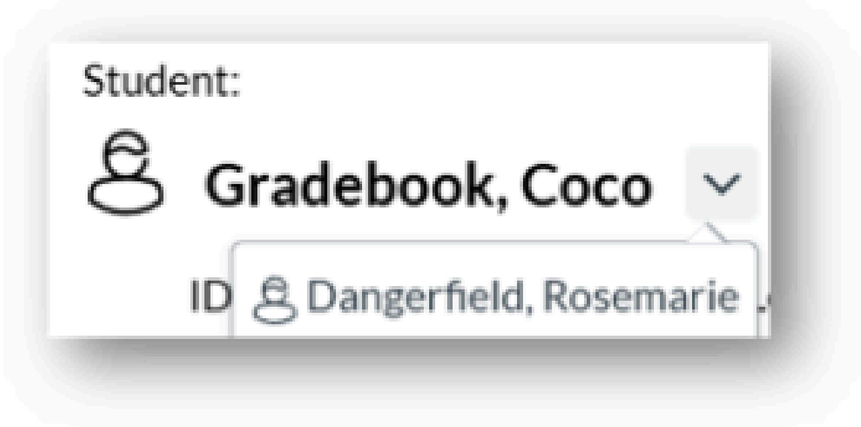
Follow the steps below to enter attendance for your students:

1. Log into your Learning Coach account by going to login.k12.com.

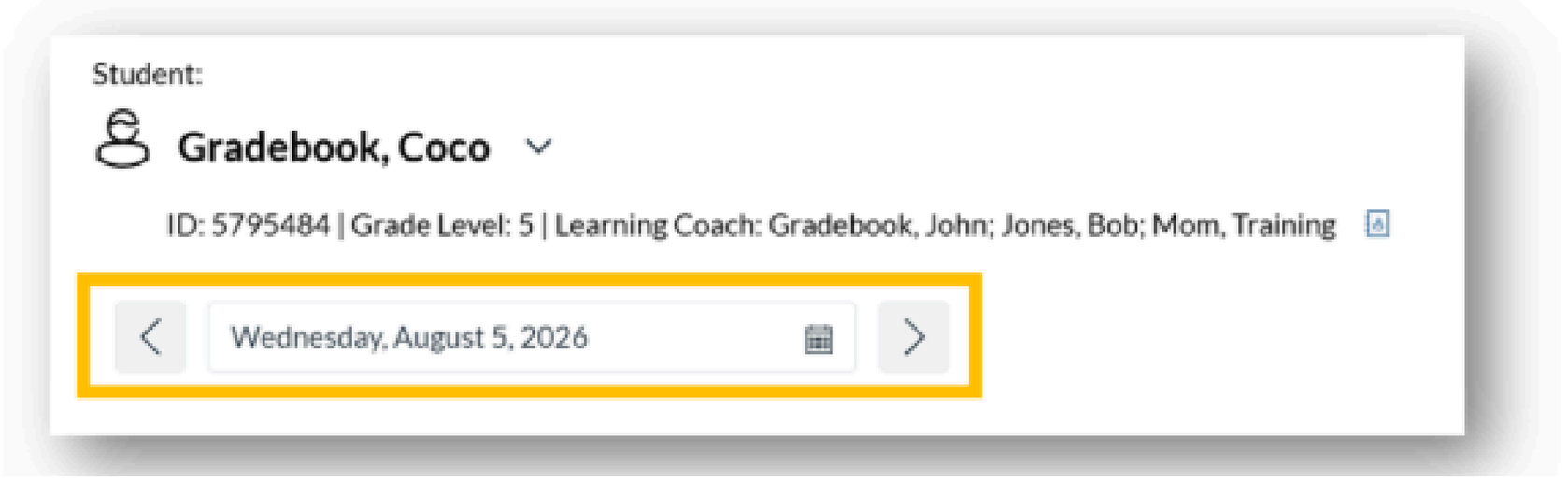
2. First, select **Account** from the global navigation menu to the left. From there, click **Learning Coach Attendance**.



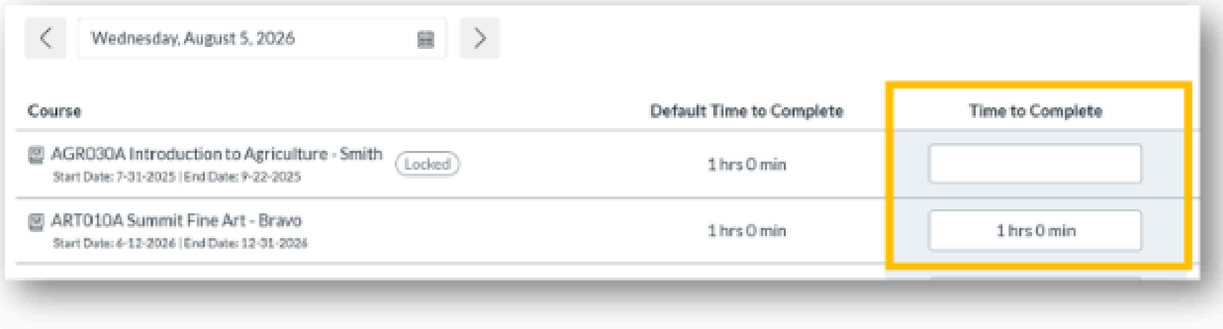
3. If you have multiple students, you can switch between them by selecting the **drop-down list** next to your student's name.



4. To enter attendance, select the desired date using the **Calendar tool** or **navigation arrow**. **Note:** Learning Coaches can only enter attendance for the current day or previous days.

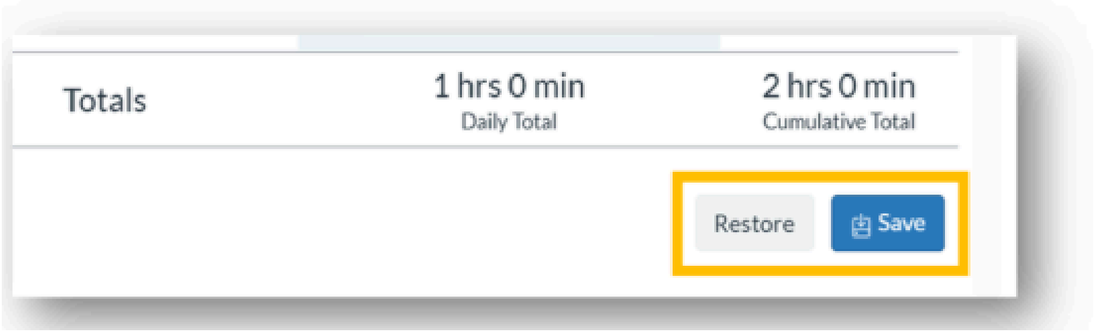


5. Select the **Time to Complete** box for each course you want to enter attendance. Selecting the **Time to Complete** box automatically enters the default expected attendance minutes for that course. You can manually adjust the value to reflect the actual time your student spent in their course, if needed.



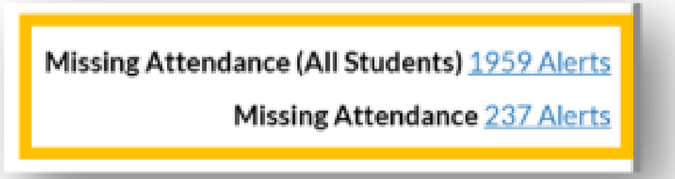
6. To enter “0 minutes” for days where your student did not do any schooling or did not attend school, you can manually enter 0 in the **Time to Complete** box or automatically enter a “0” by selecting the **Auto Enter** drop-down list near the top of the attendance totals and select 0 Minutes. This automatically enters a “0” in the Time to Complete box for each course.

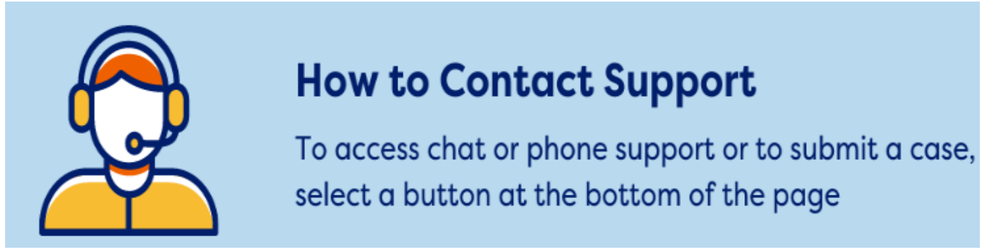
7. To reset the page and undo any entered values, select **Restore**. Once you have finished entering attendance, select **Save**.



Alerts for missing attendance are displayed at the top of the Learning Coach Attendance page.

- Select the hyperlinked alerts to view information for dates that have missing attendance.
- Enter 0 minutes for any classes you have not spent time on for that day to avoid Missing Attendance alerts.
- These alerts are sent automatically.



Need Tech Support? Please visit Service Station.

- Available Monday-Friday 8am-8pm
- Submit a ticket, chat, or call