How to Submit Weekly Attendance

Each week, parents and guardians are required to submit their child’s weekly attending. The expectation is that students will spend a minimum of 30 hours (or 5 hours per course) each week working on their digital coursework when they are attending ASU Prep Digital full-time. Attendance for part-time students will relate to the number of courses they are enrolled in.

The Student Attendance function is NOW ready for use through the Student Portal. Each Friday, parents and guardians will have the ability to log into the Student Portal and submit attendance. We recommend that you submit student attendance starting from the previous Saturday through Friday of each week.

How to log hours of attendance in the Parent Portal:
Log into the Parent Portal at https://learn.asuprepdigital.org and follow the instructions below:
1. Click on your child’s name in the menu on the left side of the page
2. A list will appear under your child’s name
3. Select “Attendance” from the list
4. Select the appropriate Friday from the Calendar
5. Input actual attendance to the nearest .5 hour in the ‘External Hours’ box
6. Select “Log Times” when finished
7. Repeat this for every child you have enrolled

You can also view the How to Submit Weekly Attendance tutorial video.

Parents and guardians will repeat this process weekly.