# ATLAS ATTENDANCE CODE DEFINITIONS

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
<th>When to use</th>
<th>ADA</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>Present</td>
<td>Student is present, in-person</td>
<td>Present</td>
</tr>
<tr>
<td>PV</td>
<td>Present-Virtual</td>
<td>Quarantined Student is present, virtually</td>
<td>Present</td>
</tr>
<tr>
<td>Q</td>
<td>Quarantine (Excused Absence)</td>
<td>This code will pre-populate into the teacher attendance screen when a student is noted for Quarantine in Frontline and/or by school office staff.</td>
<td>Absence</td>
</tr>
<tr>
<td>A</td>
<td>Absence (Unexcused Absence)</td>
<td>Student is absent</td>
<td>Absence</td>
</tr>
<tr>
<td>T</td>
<td>Tardy</td>
<td>Unexcused Tardy, less than 30 minutes</td>
<td>Present</td>
</tr>
<tr>
<td>L</td>
<td>Tardy and/or Absent for more than 30 minutes of class time</td>
<td>Unexcused tardy or leave early for 30 minutes or more. Three of these can generate a truancy letter.</td>
<td>Present</td>
</tr>
</tbody>
</table>
ATLAS Identification and Attendance for Students in Quarantine

Viewing Quarantine Status in ATLAS

When a student in Frontline (Healthcare software) has been identified as being in Quarantine or Isolation, a “Quarantine” notification will appear in ATLAS:

Click on the button to view details of the student’s quarantine dates:

Teacher Attendance View

When a student is quarantined their student attendance for the day will pre-populate with a “Q” attendance code (Quarantine – Excused Absence):

- Student Tile View

- Student Roster View
Taking Attendance by Teachers

• **Option 1: Simultaneous Teachers and/or Class Closure**
  If you are a teacher who has selected ‘Simultaneous teaching’ and/or you are in a classroom that is experiencing a Class Closure, change the ‘Q’ code to Present-Virtual (PV) for any student who attends your class virtually.

   ![PV button]

   Student, C.  345678  M 4  Williams  TK  80%  0.00  (550) 349-1380

   When a ‘Q’ code is changed to ‘PV’ the following certification will appear:

   ![Simultaneous Instruction for Students in Quarantine]

   If a student does not attend your class virtually, **do not** change the ‘Q’ code for that student.

• **Option 2: Independent Study**
  If you are a teacher who selected the ‘Independent Study’ option, **do not** change the ‘Q’ code.

  Complete an Independent Study Assignment Contract for each student on quarantine to outline the work assigned to each student, the time value of the work assigned, and the method by which work progress will be assessed. Provide each Quarantined student with the work you have outlined in your Assignment Contract:

   ![Independent Study Assignment Contract]

**Viewing Attendance on Attendance and Summary Tabs**

Once a teacher has submitted attendance and no change was made to the ‘Q’ code, it will appear on the Attendance and Summary tabs in orange (excused absence):

   ![Attendance and Summary tabs]

*Q codes do not populate into the future but will appear daily during the period of Quarantine indicated in Frontline.*