

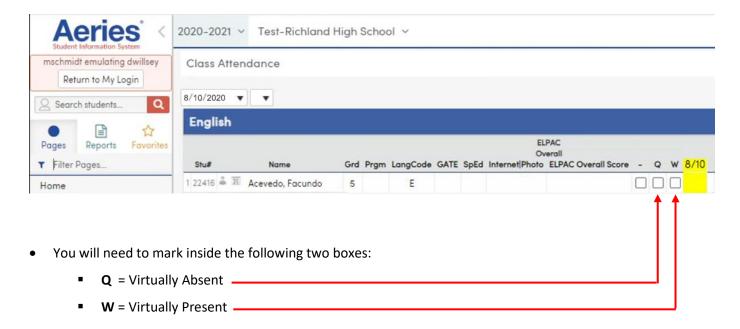
## **Taking Virtual Attendance**

This document is to explain the new virtual attendance codes and procedures in Aeries

## Phase I

Certificated personnel will be required to make a mark for each student, each school day.

- Log into Aeries and go to Attendance.
- Select Today's Date and the list will be populated with your student names.



Note: The "-" box cannot be removed within the Aeries system. Please leave it unmarked.

## **Phase II**

Attendance will be maintained in a negative database (students are presumed present, unless marked otherwise). For the purpose of Distance Learning, each student must have a "Q" or "W" attendance mark for each day.

The following are the options for daily attendance submissions.



P = Present (Seat-based) no mark is required

A = Absent (Seat-based)

T = Tardv

**Q** = Virtually Absent

W = Virtually Present