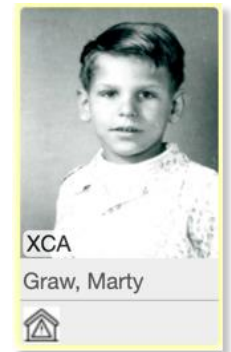


Quarantine Indicators

Now that students have returned to classrooms, school staff are vigilant about each student's health. As a teacher, you are responsible for removing a student from the classroom if they exhibit symptoms of COVID-19 or are in quarantine.

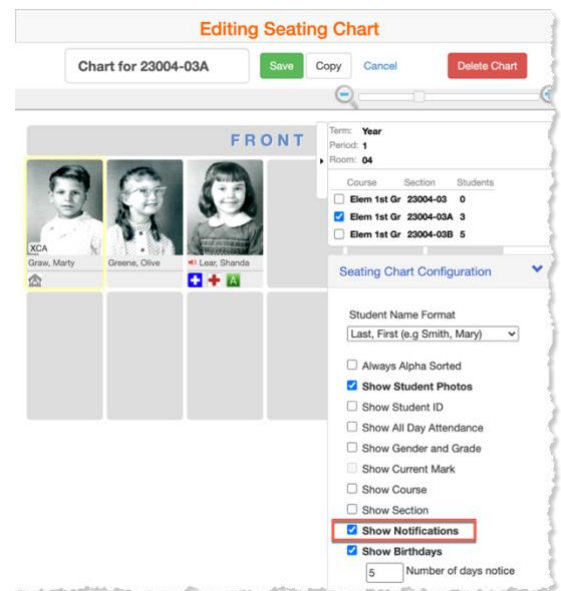
There are two indicators of when a student is in quarantine – an attendance code and a Notification icon.


The attendance code **XCA** is entered by the attendance secretary and appears on the student's picture. The Notification icon is added by the district's contact tracing specialist. The **"house"** icon appears below the student's picture if Notifications are set to display.



Ideally, the two quarantine indicators – XCA and the house icon – will appear on the Seating Chart screen at nearly the same time. However, one will appear before the other depending on whether the school or district is notified of the possible or existing COVID case, so it is preferable to view both indicators when taking attendance.

The attendance code will always display. To display Notifications, select the *Edit* button on the TeacherVUE Home/Seating Chart screen and place a check beside "Show Notifications" as shown in the image. Save your selection.



 Notifications are confidential.
Do not allow others to see them.

With Notifications and attendance codes displayed, you will know if a student is in quarantine while taking attendance. If the student is in the classroom, they need to be removed.

Once the attendance code is entered, the quarantine duration can be viewed on the Attendance > Class List screen. Hover over the Attendance tab and select *List*. Use the 10-day forward/back buttons to view the XCA attendance code.

Double-clicking on the "house" icon may also reveal a quarantine duration.