

# Creating a Basic Absence

*These options may or may not be available, depending on the settings determined by your district. Please contact your System Administrator if you require assistance.*

The absence creation process allows you to indicate important details (e.g. your absence timeframe, reason, and other classroom notes/attachments). You can create an absence via the "Create Absence" tab on the homepage or via the "Absences" option in your side navigation.

Click a hyperlink below to jump to that topic:

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The screenshot displays the 'Absence Management' interface for Victoria County School District. At the top, the user is identified as Joe Montana, an Employee. The interface features three calendar views for December 2019, January 2020, and February 2020. A legend below the calendars indicates that blue squares represent 'Absences', orange squares represent 'Closed Day', and yellow squares represent 'In-Service Day'. The main section is titled 'Create Absence' and includes tabs for 'Scheduled Absences', 'Past Absences', and 'Denied Absences'. The 'Create Absence' form is active, showing a date selection calendar for December 2019 with the 11th selected. The form includes fields for 'Substitute Required' (set to 'Yes'), 'Absence Reason' (a dropdown menu), and 'Time' (set to 'Full Day'). There are also text areas for 'Notes to Administrator' and 'Notes to Substitute', each with a 255 character limit. A 'FILE ATTACHMENTS' section is on the right, with a 'DRAG AND DROP FILES HERE' area and a 'Choose File' button. At the bottom right, there are 'Cancel' and 'Create Absence' buttons.

Looking for more advanced absence options? Click the **Advanced Mode** button (top right corner of the "Create Absence" tab) and see **Adding an Absence Variation** for more details.

## Date Selection

When selecting your absence timeframe, click on the desired date within the calendar. (The system will highlight your selection in blue.)



Absences can be created up to one year in advance when created on the web.

**Create Absence**

0 **Scheduled Absences**

0 **Past Absences**

December 19

December 2019
▶

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

**Substitute Required**

---

**Absence Reason**

---

**Time**  
Please enter a valid time range using the HH:MM AM format.

to

You can also click on multiple days to create a multi-day absence, and the days do not have to be consecutive.

**Create Absence**

0 **Scheduled Absences**

0 **Past Absences**

December 19; December 23

December 2019
▶

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

**Substitute Required**

---

**Absence Reason**

---

**Time**  
Please enter a valid time range using the HH:MM AM format.

to

If you have a larger range of consecutive days, simply click and drag your cursor to select the dates.

**Create Absence** 0 Scheduled Absences 0 Past Absences 0 Denied Absences

Please select a date Need more options? Advanced Mode

**December 2019**

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

**Substitute Required**  Yes

**Absence Reason**

**Time**  
Please enter a valid time range using the HH:MM AM format.   
 to

**Notes to Administrator**  
(not viewable by Substitute)  
  
255 character(s) left

**Notes to Substitute**  
  
255 character(s) left

**FILE ATTACHMENTS**

DRAG AND DROP FILES HERE

No file chosen

**Shared Attachments**

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## Absence Details

The absence details (i.e. absence reason, time, etc.) are located beside the date selection tool.

The screenshot shows a user interface for creating an absence. On the left is a calendar for December 2019 with the 11th highlighted. The main form area is divided into several sections:

- Substitute Required:** A toggle switch is currently set to 'Yes'.
- Absence Reason:** A dropdown menu currently shows 'Select One'.
- Time:** A dropdown menu is set to 'Full Day'. Below it, a time range is specified as '08:00 AM to 03:00 PM'. A note below the dropdown says 'Please enter a valid time range using the HH:MM AM format.'
- Notes to Administrator:** A text area with a 255 character limit. A note above it says '(not viewable by Substitute)'. Below the text area is a '255 character(s) left' indicator.
- Notes to Substitute:** A text area with a 255 character limit. Below the text area is a '255 character(s) left' indicator.

A 'Helpful Hint' box on the left side of the calendar area states: 'You can select multiple days individually or click-and-drag to select a range of dates.'

Let's go over what each of these details mean:

Absence Details	
<b>Substitute Required</b>	This option may already be predetermined for you, but you may have the option to choose if a substitute is needed for this absence. To change the option from <b>Yes</b> to <b>No</b> , just click to move the slider.
<b>Absence Reason</b>	Choose your absence reason from the dropdown list. (These options are pre-determined for you by your system Administrator.)
<b>Time</b>	Choose what type of absence this is. Is it a Full Day Absence? Is it a Half Day Absence? Depending on your district's setup you may have the option to choose a custom absence as well. If you do need to enter custom times, choose <b>Custom</b> from the dropdown and enter the custom times in the boxes provided.

<b>Substitute Required</b>	<input checked="" type="checkbox"/>
<b>Absence Reason</b>	Personal Day
<b>Time</b> Please enter a valid time range using the HH:MM AM format.	Full Day
<b>Notes to Administrator</b> (not viewable by Substitute)	<ul style="list-style-type: none"><li>✓ Full Day</li><li>Half Day AM</li><li>Half Day PM</li><li>Custom</li></ul>
<div style="border: 1px solid #ccc; height: 80px;"></div> <p>255 character(s) left</p>	<div style="border: 1px solid #ccc; height: 80px;"></div> <p>199 character(s) left</p>

**FILE ATTACHMENTS**

DRAG AND DROP FILES HERE

Choose File

 No file chosen

**Shared Attachments**

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## Operational Details

The system also provides a few optional entries (e.g. notes to Admin, notes to Sub. etc.) to further support those will review and fulfill your absence.



The notes you leave for the *administrator* will not be visible to the substitute, but the notes you leave for the *substitute* will be visible to the administrator.

<b>Substitute Required</b> <input checked="" type="checkbox"/> Yes		<b>FILE ATTACHMENTS</b> <div style="border: 1px dashed gray; padding: 10px; text-align: center;">         DRAG AND DROP FILES HERE       </div> <input type="text"/> <input type="button" value="Choose File"/> No file chosen  <b>Shared Attachments</b>
<b>Absence Reason</b> <input type="text" value="Personal Day"/>		
<b>Time</b> Please enter a valid time range using the HH:MM AM format.		
<input type="text" value="Full Day"/> <input type="text" value="08:00 AM"/> to <input type="text" value="03:00 PM"/>		
<b>Notes to Administrator</b> (not viewable by Substitute)	<b>Notes to Substitute</b>	
<div style="border: 1px solid gray; height: 80px; width: 100%;"></div> 255 character(s) left	<div style="border: 1px solid gray; padding: 5px;">         Please remember to feed Frodo, our classroom hamster! :)       </div> 199 character(s) left	

**Attach a File:** Absence Management allows you to attach Word, Excel, and/or PDF files for your substitute to reference. (These documents might include lesson plans, seating charts, etc.)

<b>Substitute Required</b> <input checked="" type="checkbox"/> Yes		<b>FILE ATTACHMENTS</b> <div style="border: 1px dashed gray; padding: 10px; text-align: center;">         DRAG AND DROP FILES HERE       </div> <input type="text"/> <input type="button" value="Choose File"/> No file chosen  <b>Shared Attachments</b>
<b>Absence Reason</b> <input type="text" value="Personal Day"/>		
<b>Time</b> Please enter a valid time range using the HH:MM AM format.		
<input type="text" value="Full Day"/> <input type="text" value="08:00 AM"/> to <input type="text" value="03:00 PM"/>		
<b>Notes to Administrator</b> (not viewable by Substitute)	<b>Notes to Substitute</b>	
<div style="border: 1px solid gray; height: 80px; width: 100%;"></div> 255 character(s) left	<div style="border: 1px solid gray; padding: 5px;">         Please remember to feed Frodo, our classroom hamster! :)       </div> 199 character(s) left	

To attach a file, click the **Choose File** button and browse your computer for the file you want to attach. If you are using a web browser (e.g. Chrome or Safari), you may also be able to drag the file right into the drop area, as seen in the example below.

0 Past Absences 0 Denied Absences

Need more options? Advanced Mode

Yes

Personal Day

Full Day

08:00 AM to 03:00 PM

Notes to Substitute

Please remember to feed Frodo, our classroom hamster! :)

199 character(s) left

FILE ATTACHMENTS

DRAG AND DROP FILES HERE

Choose File No file chosen

Shared Attachments

Absence Request

2016

2017 and 2018

2019

Absence Request

Lesson Plan

Once a file is added, it will appear in the File Attachments section. Select the **pencil** icon to describe the attachment or click the **trash can** icon to delete it, if needed.

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## Saving the Absence

Once you have filled in all required fields, click the **Create Absence** button at the bottom right corner.

**Create Absence** | 0 Scheduled Absences | 0 Past Absences | 0 Denied Absences

December 19 | Need more options? **Advanced Mode**

**December 2019**

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

**Substitute Required**  Yes

**Absence Reason** Personal Day

**Time** Full Day  
Please enter a valid time range using the HH:MM AM format.  
08:00 AM to 03:00 PM

**Notes to Administrator** (not viewable by Substitute)  
255 character(s) left

**Notes to Substitute**  
Please remember to feed Frodo, our classroom hamster! :)  
198 character(s) left

**FILE ATTACHMENTS**

DRAG AND DROP FILES HERE

Choose File | No file chosen

Lesson Plan.docx  
Classroom Plans

**Shared Attachments**

Cancel

Once the absence is saved, you will see a message with a confirmation number, and the absence will appear under the "Scheduled Absences" tab.

**Create Absence** | 1 Scheduled Absences | 0 Past Absences | 0 Denied Absences

Date	Reason	Location	Duration	Time
19 Dec 2019	Personal Day		8:00 AM - 3:00 PM	

**Confirmation**  
Your Confirmation Number is 394834367

CONFIRMATION # 394834367 | View Details

And there you have it! You have successfully entered an absence into the Absence Management system. Now, go celebrate with some coffee and a bagel. You earned it!

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