

# Creating a Basic Absence

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*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:

- [Date Selection](#)
- [Absence Details](#)
- [Operational Details](#)
- [Saving the Absence](#)



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				

January 2020						
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	

February 2020						
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

■ Absences    ■ Closed Day    ■ In-Service Day

**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.   
08:00 AM to 03:00 PM

**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**

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**  **Yes**

**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**

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**Absence Reason**

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**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?

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

**Helpful Hint:**  
You can select multiple days individually or click-and-drag to select a range of dates.

**Substitute Required**

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**Absence Reason**

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**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**



[↑ Return to Top](#)

# Absence Details

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

The screenshot shows a web interface for entering absence details. On the left is a calendar for December 2019 with the 11th highlighted. To the right of the calendar is a form with the following sections:

- Substitute Required:** A toggle switch currently set to "Yes".
- Absence Reason:** A dropdown menu currently showing "Select One".
- Time:** A dropdown menu currently showing "Full Day", with a sub-section for a time range: "08:00 AM to 03:00 PM". A note below says "Please enter a valid time range using the HH:MM AM format."
- Notes to Administrator:** A text area labeled "(not viewable by Substitute)" with "255 character(s) left".
- Notes to Substitute:** A text area with "255 character(s) left".

Below the calendar is a "Helpful Hint" box: "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.)

## Absence Details

### Time

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 **Custom** from the dropdown and enter the custom times in the boxes provided.

<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>	Personal Day	
<b>Time</b> <small>Please enter a valid time range using the HH:MM AM format.</small>	Full Day	
<b>Notes to Administrator</b> <small>(not viewable by Substitute)</small>	<div style="border: 1px solid gray; height: 40px; width: 100%;"></div> <div style="border: 1px solid gray; height: 40px; width: 100%;"></div>	

[Return to Top](#)

## 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"/>
<b>Absence Reason</b>	Personal Day
<b>Time</b> Please enter a valid time range using the HH:MM AM format.	Full Day 08:00 AM to 03:00 PM
<b>Notes to Administrator</b> (not viewable by Substitute)	<b>Notes to Substitute</b>
<div style="border: 1px solid gray; height: 100px;"></div> <p>255 character(s) left</p>	<div style="border: 1px solid gray; padding: 5px;">Please remember to feed Frodo, our classroom hamster! :)</div> <p>199 character(s) left</p>

**FILE ATTACHMENTS**

DRAG AND DROP FILES HERE

Choose File No file chosen

**Shared Attachments**

**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"/>
<b>Absence Reason</b>	Personal Day
<b>Time</b> Please enter a valid time range using the HH:MM AM format.	Full Day 08:00 AM to 03:00 PM
<b>Notes to Administrator</b> (not viewable by Substitute)	<b>Notes to Substitute</b>
<div style="border: 1px solid gray; height: 100px;"></div> <p>255 character(s) left</p>	<div style="border: 1px solid gray; padding: 5px;">Please remember to feed Frodo, our classroom hamster! :)</div> <p>199 character(s) left</p>

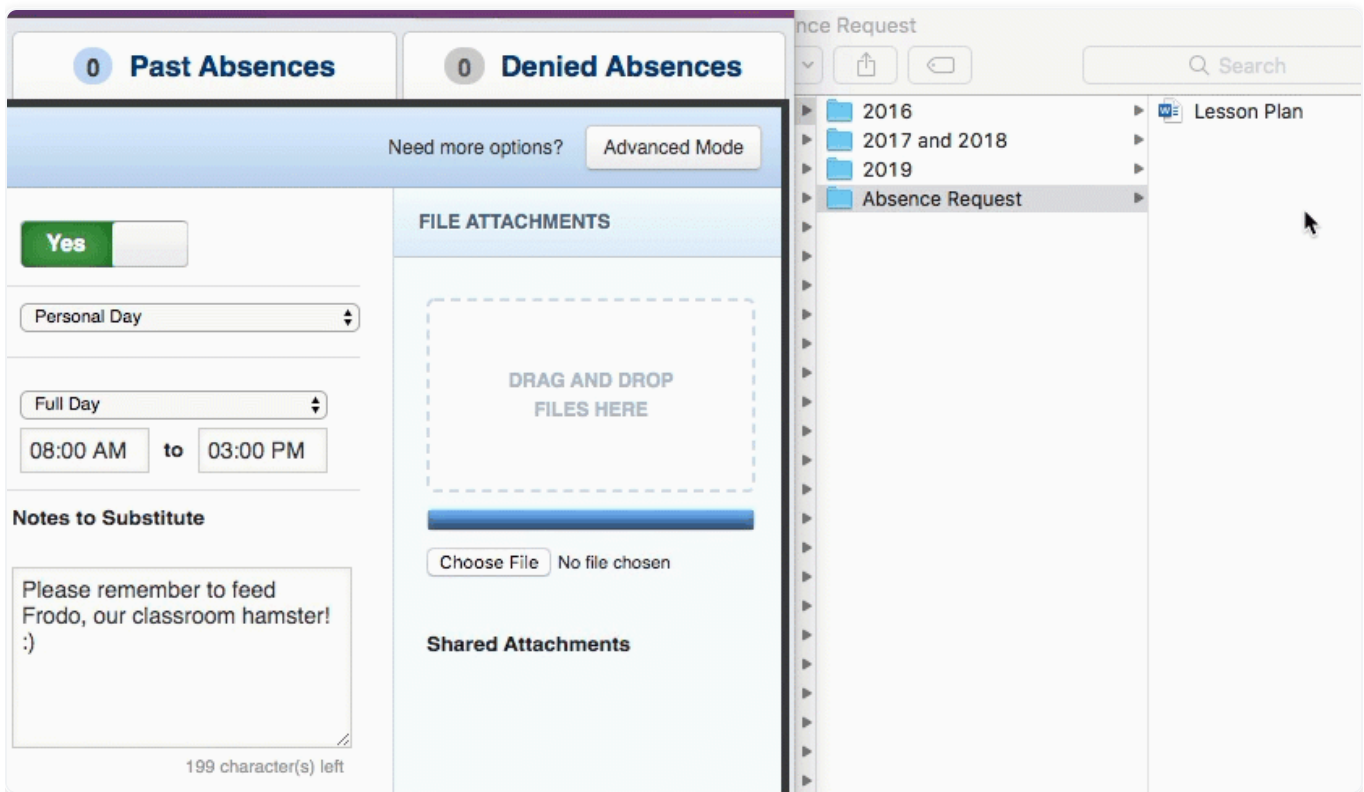
**FILE ATTACHMENTS**

DRAG AND DROP FILES HERE

Choose File No file chosen

**Shared Attachments**

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.



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.

[↑ Return to Top](#)

## Saving the Absence

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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    **✓ Create Absence**

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**

CONFIRMATION # 394834367    View Details

Your Confirmation Number is 394834367

✓ Ok

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!

[↑ Return to Top](#)