

# Absence Reporting Explained

## Traditional Absence

1. Go to the district STAFF Page and click on *Absence Reporting*.
2. Log into the Kelly Absence Management System.
3. Enter your absence information in the system and click *Create Absence*.
4. Your absence will then go to the school administrator for approval.

## School-Related Absence

1. Go to the district STAFF Page and click on *Absence Reporting*.
2. Click on *Event Registration*.
3. Find the event and register using the event prompts. It's important to write down the fund number located next to the event name. You will need to enter this number when you report the school-related absence.
4. Log into the Kelly Absence Management System (Login provided by Kelly Services) by either going to the *Absence Reporting* page or the direct Kelly link.
5. Select "School Related" under the *Absence Reason* drop down menu.
6. Enter the fund code (Refer to number 3 above) in the *Notes to Administrator* section.
7. Enter the other absence information in the system and click *Create Absence*.
8. Your absence will then go to the school administrator for approval.

### District Staff Page:

<http://www.rcsd.ms/employees>



### Kelly Direct Link:

<http://www.kellyeducationalstaffing.com/>



### Kelly Contact:

Larry Northrup  
Kelly Account Manager  
601-825-5590, Ext. 1099  
[larn454@kellyservices.com](mailto:larn454@kellyservices.com)



Rankin County  
School District  
TRADITION OF EXCELLENCE