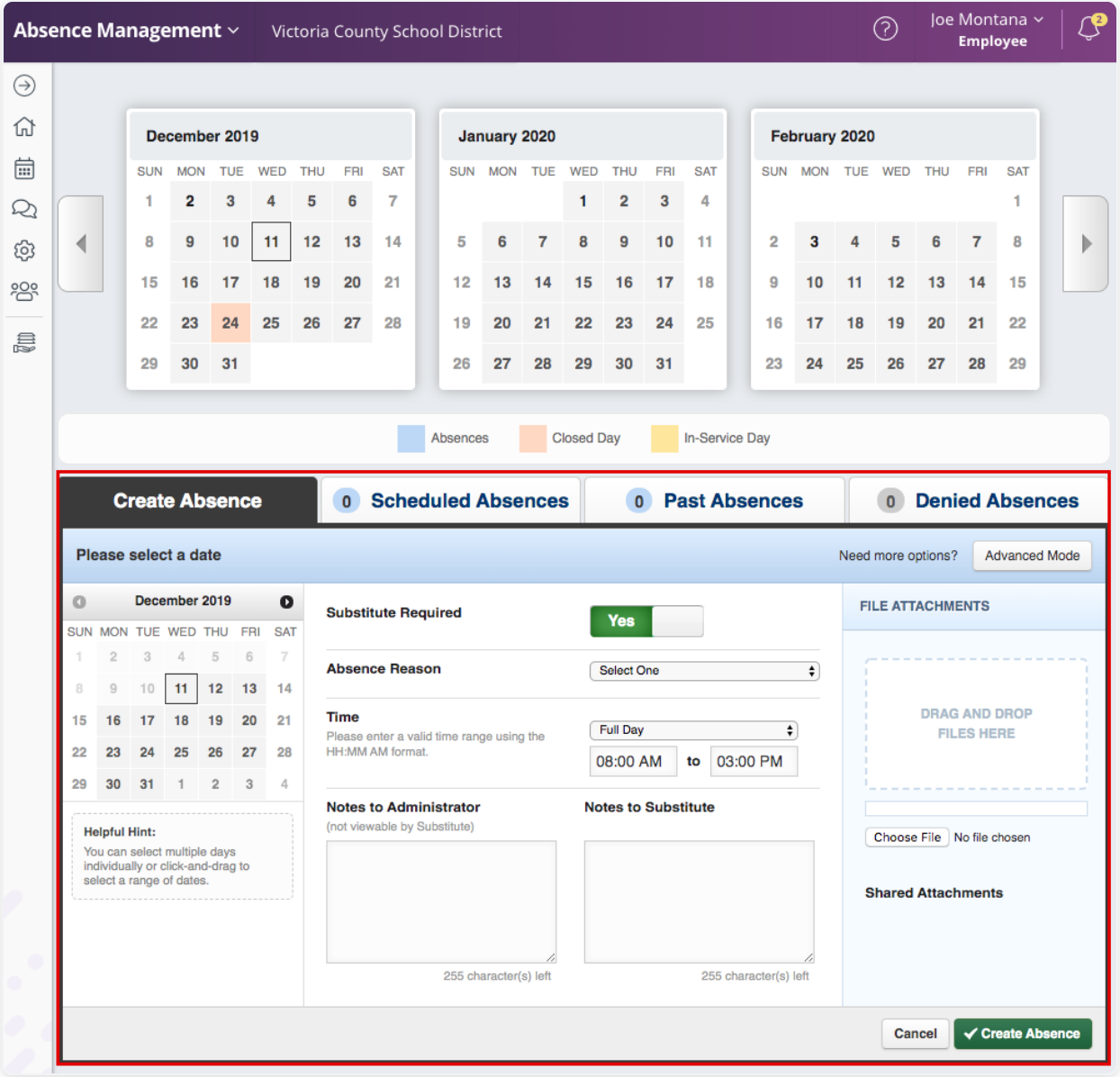
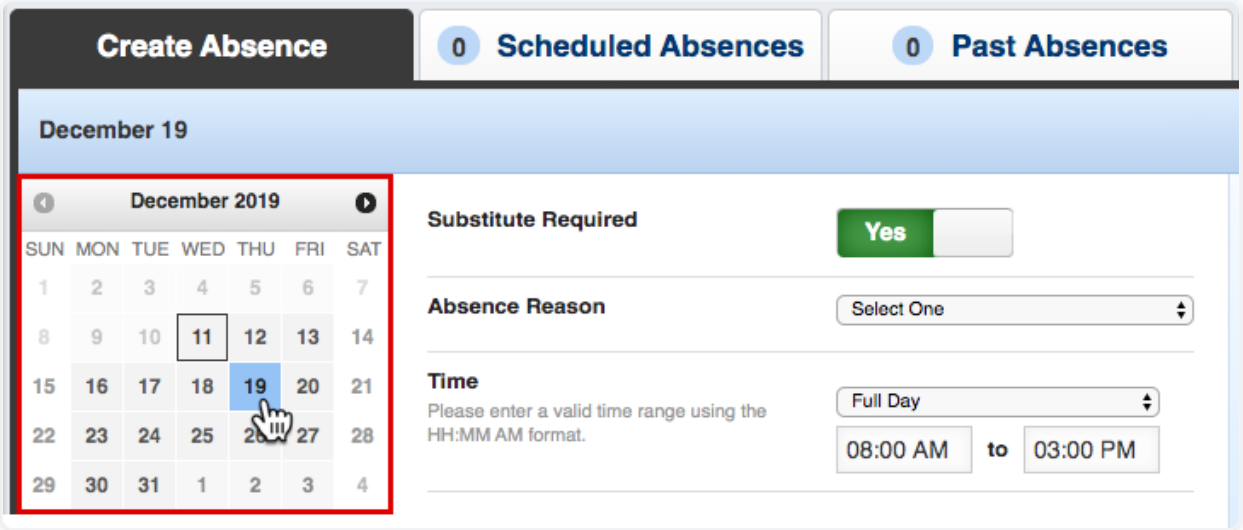


Looking for more advanced absence options? Click the **Advanced Mode** button (top right corner of the "Create Absence" tab) and see **Adding an Absence Variation** for more details.

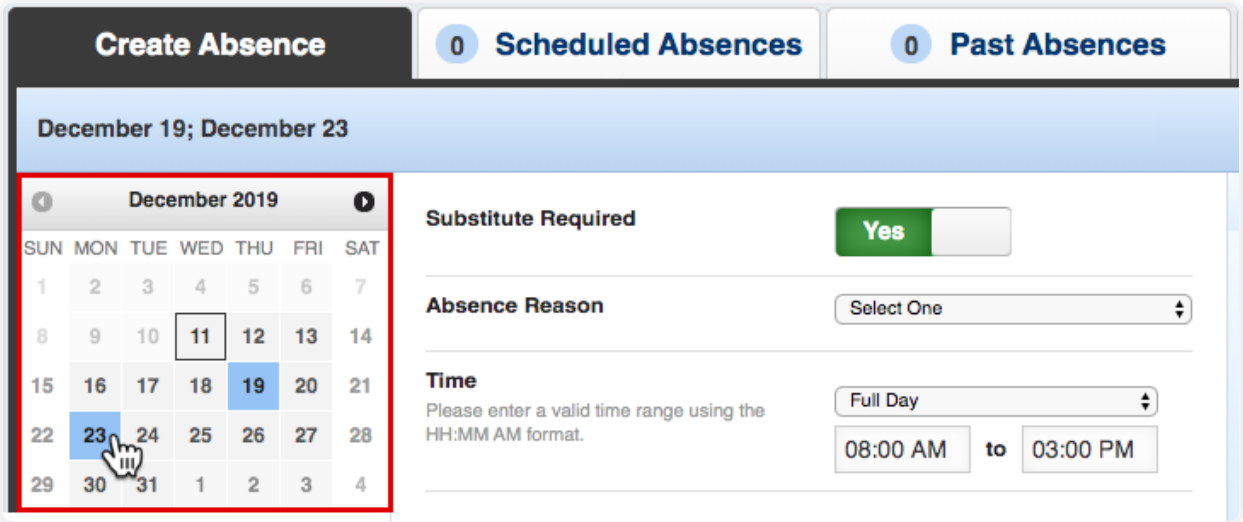
Date Selection

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

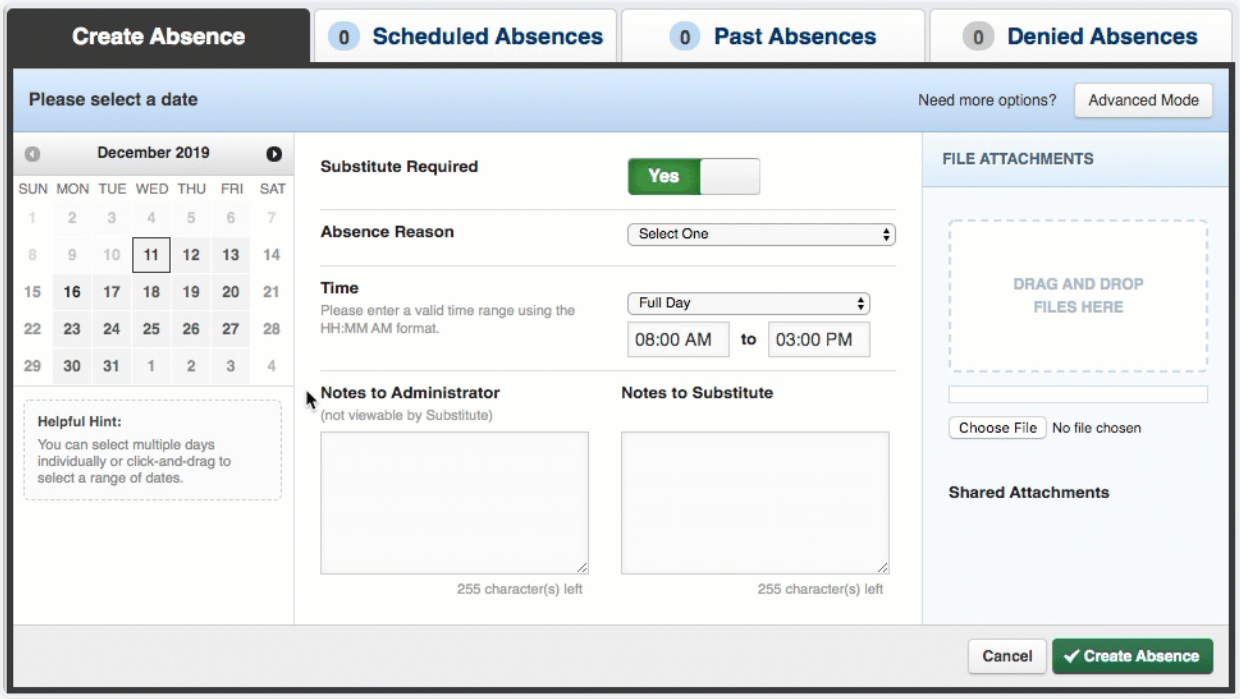
Absences can be created up to one year in advance when created on the web.



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



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



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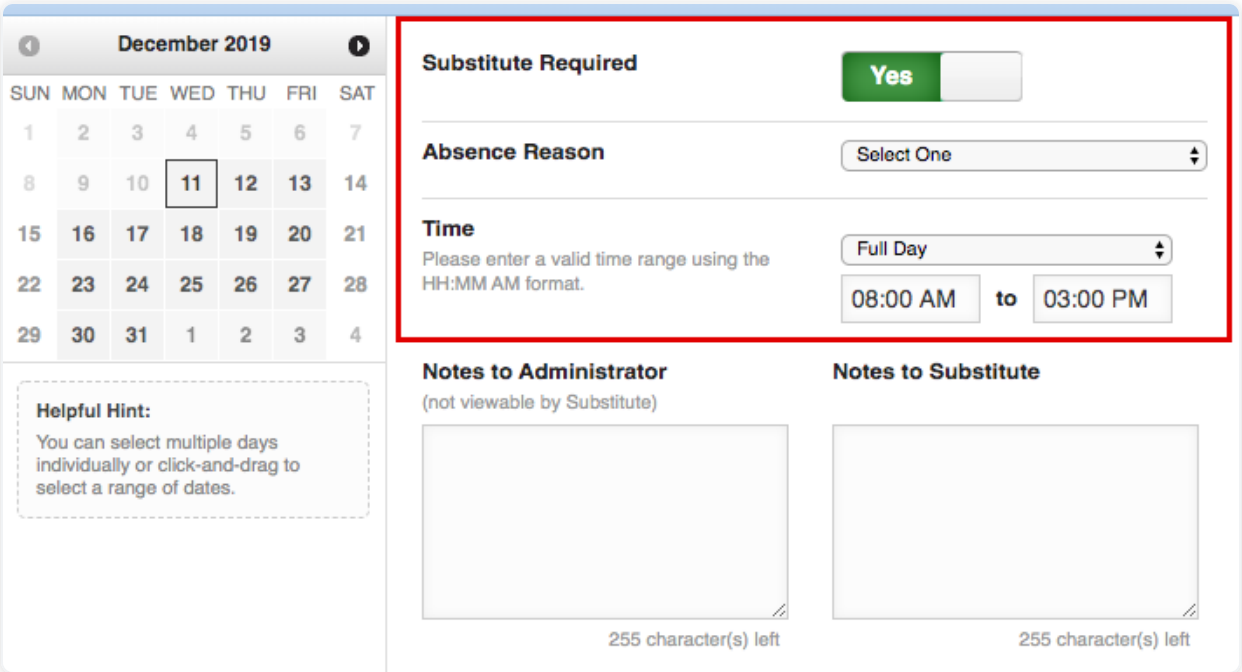
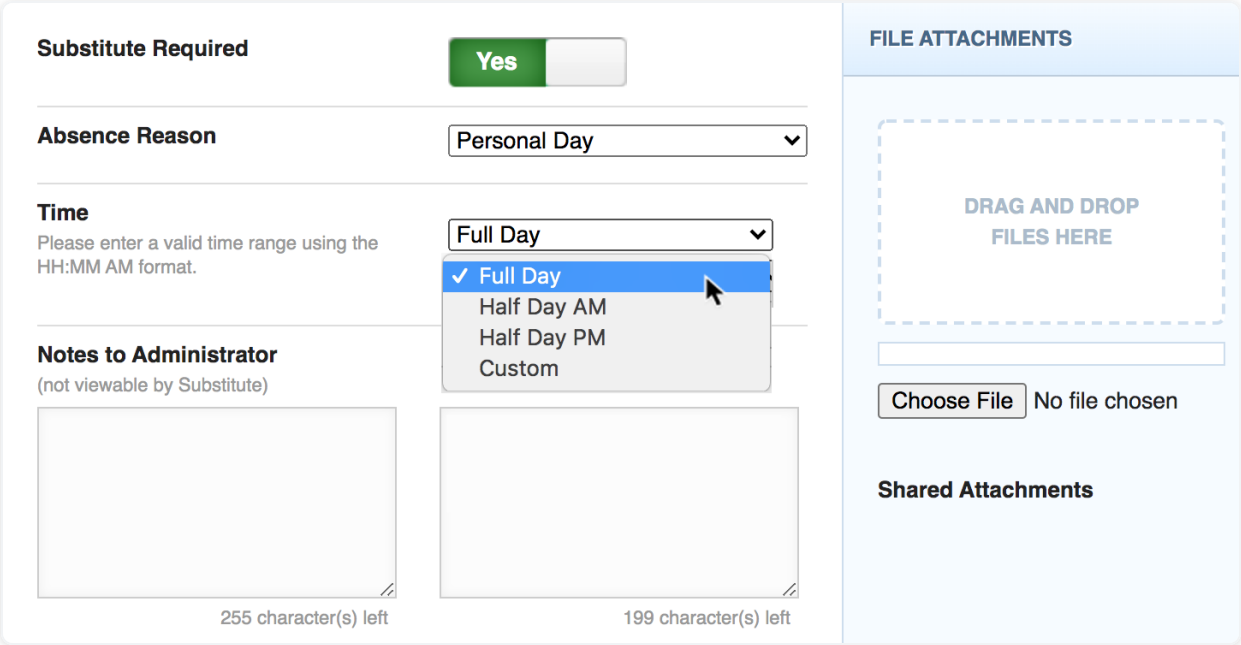
Absence Details

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



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

Absence Details	
Substitute Required	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 **Yes** to **No**, just click to move the slider.
Absence Reason	Choose your absence reason from the dropdown list. (These options are pre-determined for you by your system Administrator.)
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.



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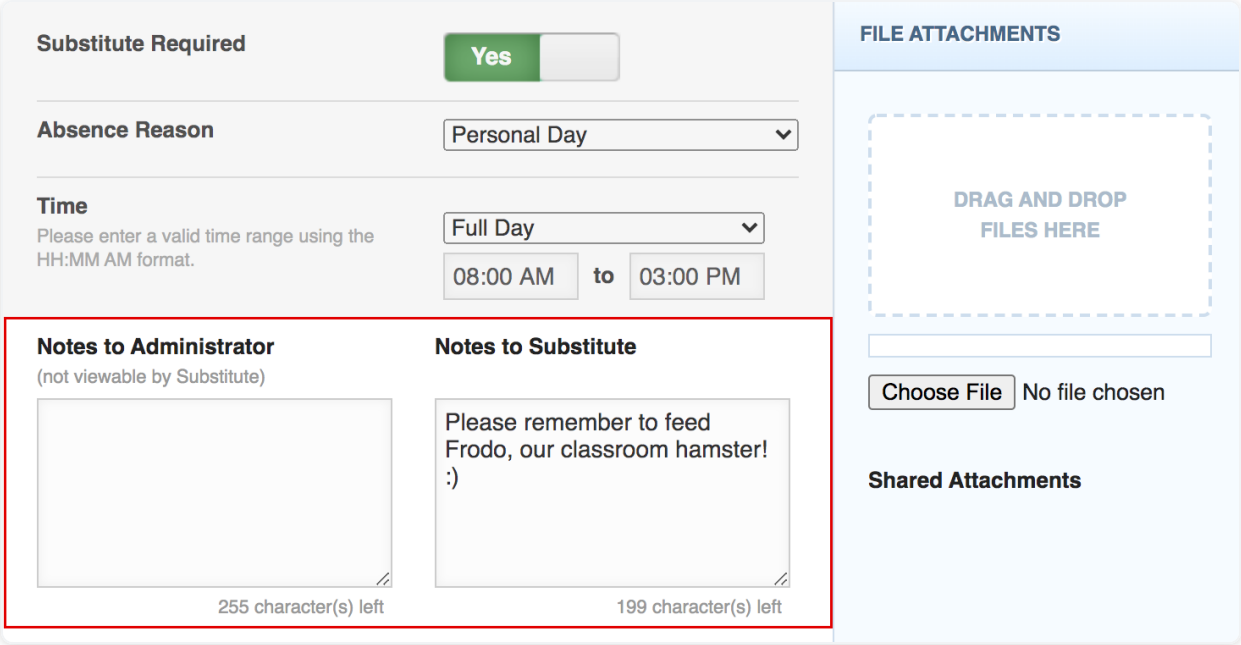
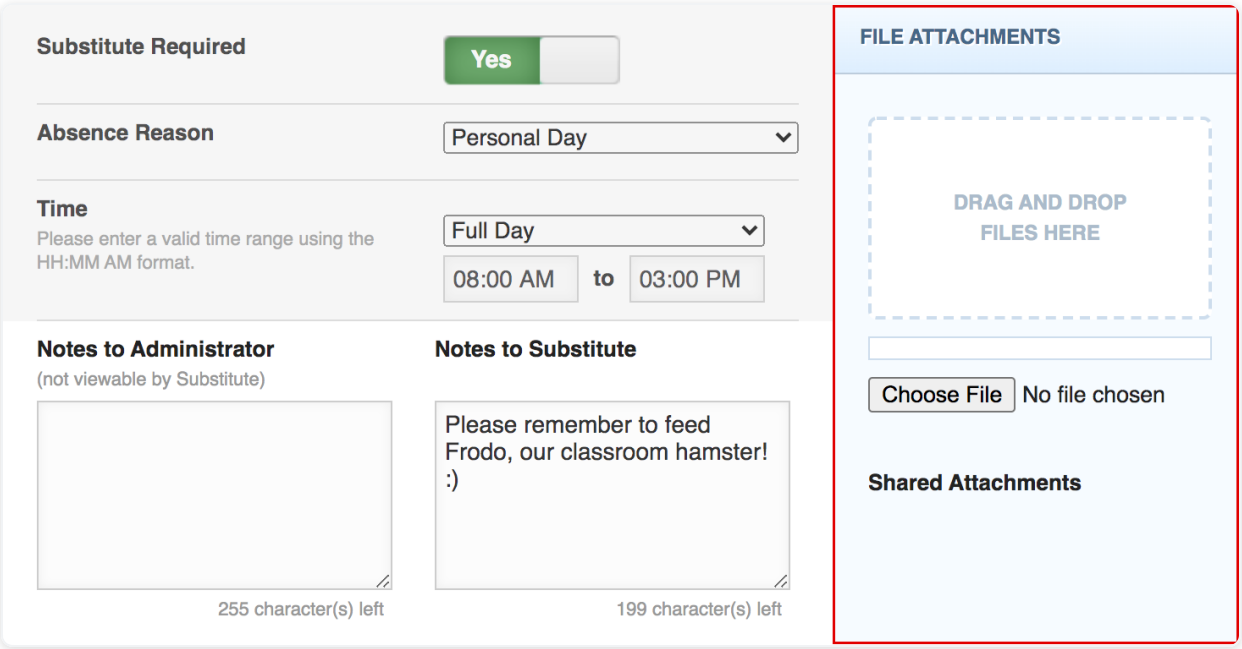
Operational Details

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.

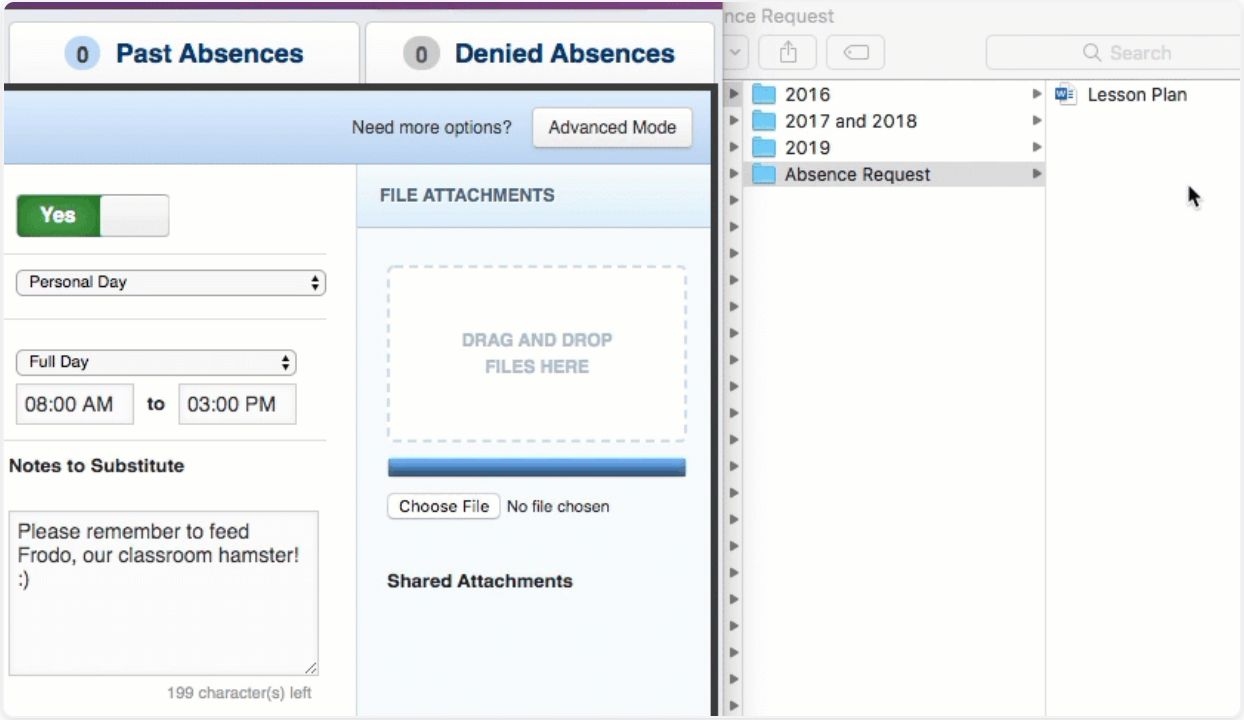
The notes you leave for the *administrator* will not be visible to the substitute, but the notes you leave for the *substitute* will be visible to the administrator.



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.)



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.

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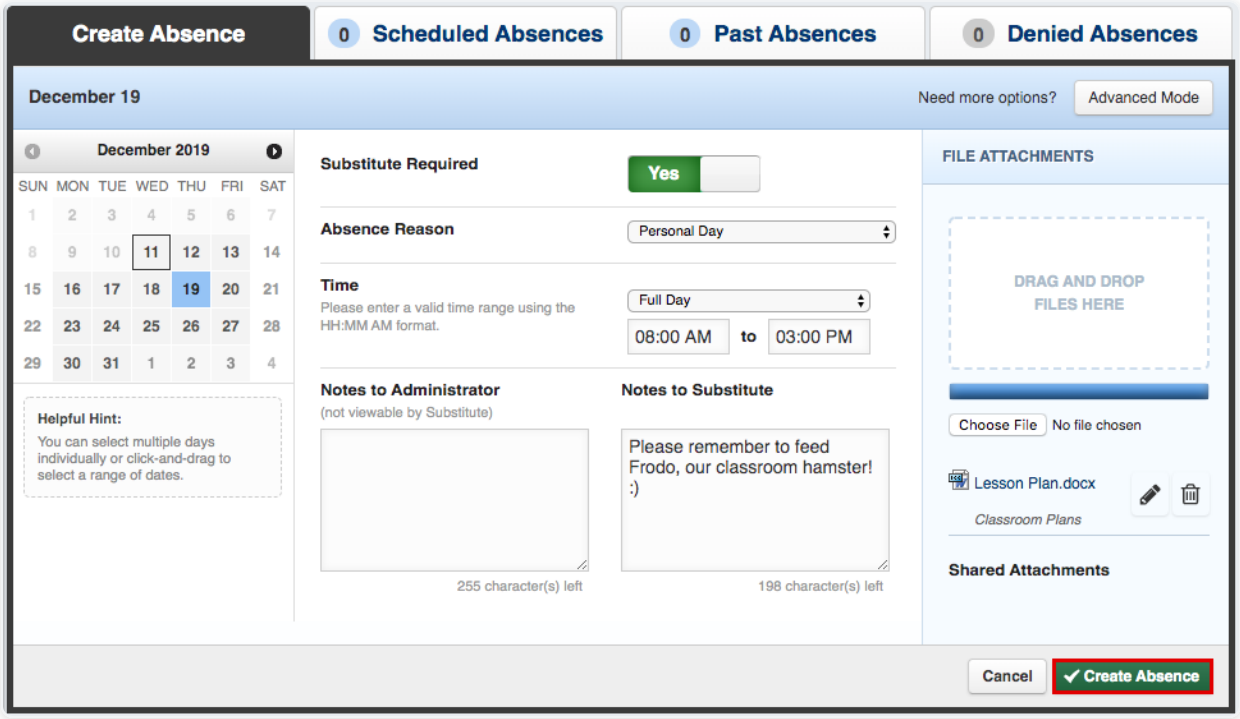
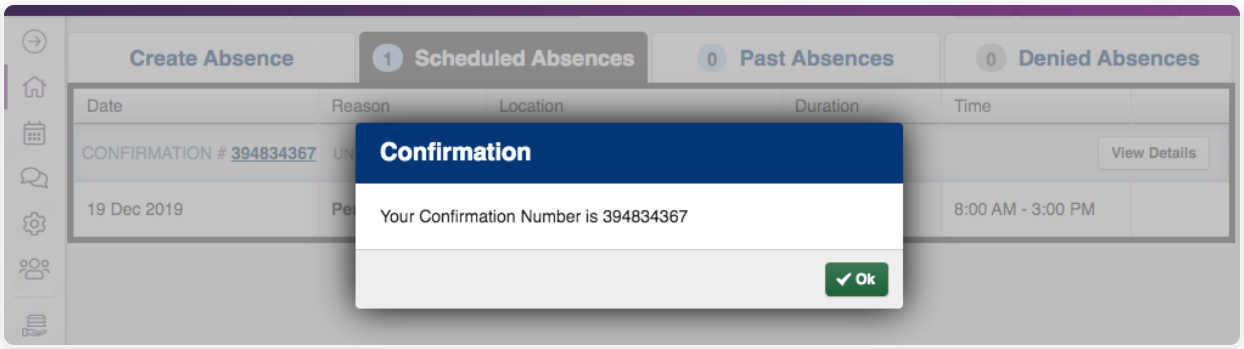
Saving the Absence

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



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



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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