

Editing or Cancelling an Absence

Aesop will allow you to make changes to an absence if the absence has not started yet and if it is still unfilled by a substitute. You can edit an absence from the "Absence Details" page.

To access the "Absence Details" page, click the **View Details** button for that absence found in the calendar or under the Scheduled Absences tab.

| Create Absence | 1 Scheduled Absences | 1 Past Absences | 0 Denied Absences | | |
|--|------------------------|---------------------------------|-------------------|-------------------|--|
| Date ▲ | Reason | Location | Duration | Time | |
| CONFIRMATION # 135679061 | | UNFILLED / NO APPROVAL REQUIRED | | | Assign Sub Delete View Details |
| 13 May 2014 | Illness>Family Illness | Coal Hill School | Full Day | 8:00 AM - 3:00 PM | |

Once on the "Absence Details" page, click the **Edit Absence** button to enter edit mode.

[Edit Absence](#) [Delete](#)

Tue, May 13 at Coal Hill School

May 2014

| | | | | | | |
|-----|-----|-----|-----|-----|-----|-----|
| SUN | MON | TUE | WED | THU | FRI | SAT |
| 27 | 28 | 29 | 30 | 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 |

Absence Reason Illness>Family Illness

Time Full Day
08:00 AM to 03:00 PM

Notes & Attachments

| | |
|--|---|
| Notes to Administrator (Viewable only by Administrator and Employee) None | Notes to Substitute (Viewable by Administrator, Employee, and Substitute) None |
|--|---|

File Attachments

| | |
|----------------|---------------|
| Uploaded Files | Related Files |
|----------------|---------------|

NEXT STEPS

Status: Unfilled
[Assign Sub](#)

ABSENCE SUMMARY

Substitute Required **Yes**

Tuesday, May 13, 2014
8:00 AM - 3:00 PM
Illness>Family Illness

[Edit Absence](#) [Delete](#)

Once in edit mode you will be able to:

1. Change the date range
2. Change the absence reason
3. Change the absence time
4. Change if a substitute is required (your district may not give you permission to do this)
5. Add a new Variation
6. Add, remove, or change notes

7. Remove or upload documents

The screenshot shows an absence management interface for 'Tue, May 13 at Coal Hill School'. At the top, there are buttons for 'Save Absence', 'Save Absence and Assign', 'Cancel', and 'Delete'. The main form is divided into several sections:

- Calendar:** A calendar for May 2014 with the 13th highlighted. A red circle '1' is next to the calendar header.
- Absence Reason:** A dropdown menu set to 'Illness>Family Illness'. A red circle '2' is next to the dropdown.
- Time:** A dropdown menu set to 'Full Day' and a time range from '08:00 AM' to '03:00 PM'. A red circle '3' is next to the time range.
- Substitute Required:** A 'Yes' button is selected. A red circle '4' is next to the button.
- Notes & Attachments:**
 - Notes to Administrator:** A text area with a 255 character limit. A red circle '6' is next to the header.
 - Notes to Substitute:** A text area with a 255 character limit.
 - File Attachments:** A section with 'Uploaded Files' and 'Related Files' headers. A dashed box contains the text 'DRAG AND DROP FILES HERE'. A red circle '7' is next to this box. Below it is a 'Choose File' button and the text 'No file chosen'.
- Summary Panel:** On the right, it shows 'Status: Unfilled', 'ABSENCE SUMMARY', and details for 'Tuesday, May 13, 2014' from '8:00 AM - 3:00 PM' with the reason 'Illness>Family Illness'.

At the bottom, there are buttons for 'Save Absence', 'Save Absence and Assign', 'Cancel', and 'Delete'.

You can also delete an absence while in edit mode by clicking the red **Delete** button.

To save your changes, click the green **Save Absence** button.