

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.

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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 Days, and yellow squares represent In-Service Days. The 'Create Absence' tab is active, showing a sub-tab for 'Scheduled Absences' with a count of 0. The form includes a date selection calendar for December 2019, where the 11th is highlighted. The form fields are: 'Substitute Required' (Yes), 'Absence Reason' (Select One), 'Time' (Full Day, 08:00 AM to 03:00 PM), 'Notes to Administrator' (255 character(s) left), and 'Notes to Substitute' (255 character(s) left). A 'FILE ATTACHMENTS' section is on the right, with a 'DRAG AND DROP FILES HERE' area and a 'Choose File' button. A 'Helpful Hint' states: 'You can select multiple days individually or click-and-drag to select a range of dates.' The form concludes with '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 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 Yes

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.

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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.

Substitute Required	<input checked="" type="checkbox"/> Yes	FILE ATTACHMENTS <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 Shared Attachments
Absence Reason	<input type="text" value="Personal Day"/>	
Time <small>Please enter a valid time range using the HH:MM AM format.</small>	<input type="text" value="Full Day"/> <ul style="list-style-type: none">✓ Full DayHalf Day AMHalf Day PMCustom	
Notes to Administrator <small>(not viewable by Substitute)</small>	<div style="border: 1px solid gray; height: 80px; width: 100%;"></div> <p style="text-align: right; font-size: small;">255 character(s) left</p>	

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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.



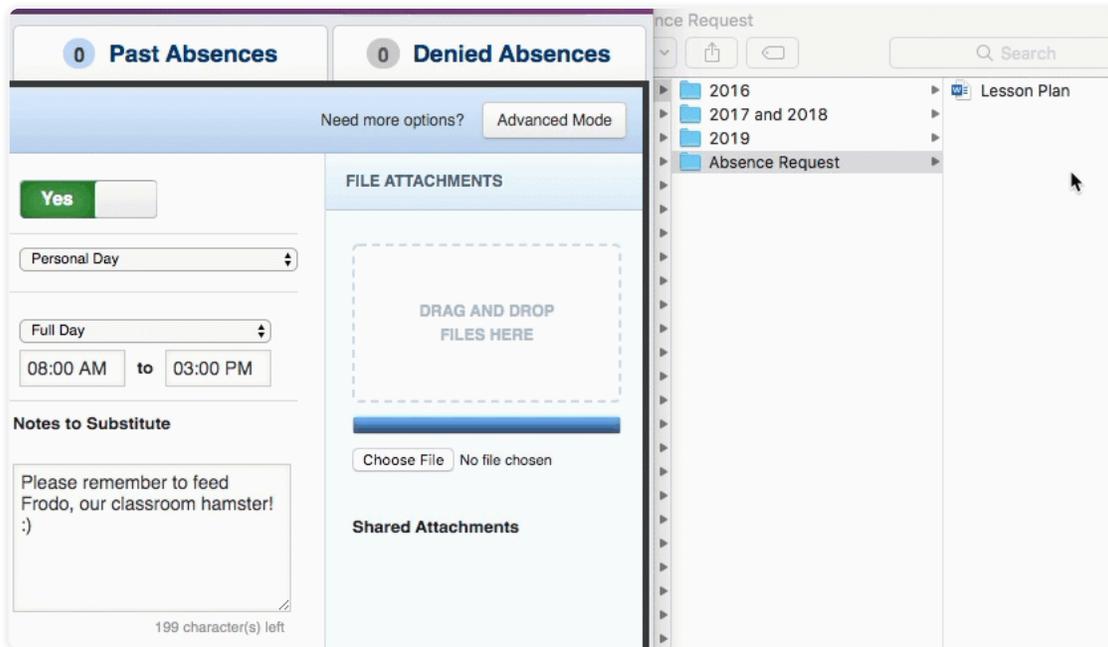
The notes you leave for the *administrator* will not be visible to the substitute, but the notes you leave for the *substitute* will be visible to the administrator.

Substitute Required	<input checked="" type="checkbox"/> Yes	FILE ATTACHMENTS
Absence Reason	Personal Day	
Time Please enter a valid time range using the HH:MM AM format.	Full Day 08:00 AM to 03:00 PM	
Notes to Administrator (not viewable by Substitute)	Notes to Substitute Please remember to feed Frodo, our classroom hamster! :)	
		DRAG AND DROP FILES HERE
		<input type="text"/>
		<input type="button" value="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.)

The screenshot shows a form for creating an absence request. On the left, there are several sections: 'Substitute Required' with a 'Yes' button; 'Absence Reason' with a dropdown menu set to 'Personal Day'; 'Time' with a dropdown set to 'Full Day' and a time range from '08:00 AM' to '03:00 PM'; 'Notes to Administrator' (not viewable by Substitute) with a text area containing 255 characters left; and 'Notes to Substitute' with a text area containing 199 characters left and the text 'Please remember to feed Frodo, our classroom hamster! :)'. On the right, the 'FILE ATTACHMENTS' section is highlighted with a red border. It features a dashed box with the text 'DRAG AND DROP FILES HERE', a 'Choose File' button, and the text 'No file chosen'. Below this is a section for '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.

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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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