

Viewing Past Absences

You can track your previous absences, as needed, within Absence Management. The system displays this information in one of two places, based on the timeframe you want to reference.

The "Past Absences" tab (located on the homepage) retains a list of absences that have occurred within the past 30 days.

You can review the basic details of each absence (e.g. location, duration, etc.) at a glance, or you can click the **confirmation number** or the **View Details** button beside an absence for additional details.

The screenshot displays the Absence Management interface for Victoria County School District. The top navigation bar includes the title "Absence Management", the district name, a help icon, and the user's name "Amy Pond" with a dropdown arrow and a notification bell icon. A left sidebar contains navigation icons for home, calendar, chat, settings, and users. The main content area features three calendar views for February 2020, March 2020, and April 2020. Below the calendars is a legend: blue for Absences, orange for Closed Day, and yellow for In-service day. A tabbed interface at the bottom shows "Create Absence", "1 Scheduled Absences", "2 Past Absences" (selected), and "1 Denied Absences". The "Past Absences" tab displays a list of absences for the past 30 days, with a "View More..." link. The list has the following columns: Date, Reason, Location, Duration, and Time. Three absences are visible:

Date	Reason	Location	Duration	Time	
This list shows absences for the past 30 days. View More...					
CONFIRMATION # 396507500	BARROWMAN, GEORGE / UNAPPROVED				View Details
13 Jan 2020	Professional Day	VC Elementary Schools	1 Full Day	7:00 AM - 3:00 PM	
CONFIRMATION # 400391502	COULSON, PHIL / APPROVED				View Details ★★★★★
20 Jan - 21 Jan 2020	Personal Day	VC Elementary Schools	1 Full Day	7:00 AM - 3:00 PM	

This selection will offer a broader range of information such as notes and attachments, a substitute rating, etc.

Absence

January 20 - January 21 at VC Elementary Schools

January 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	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

Absence Reason Personal Day

Time Full Day
07:00 AM to 03:00 PM

Notes & Attachments

Notes to Administrator <small>(Viewable only by Administrator and Employee)</small>	Notes to Substitute <small>(Viewable by Administrator, Employee, and Substitute)</small>
None	None

File Attachments
Uploaded Files

NEXT STEPS

Status: Filled by Phil Coulson
★★★★★

ABSENCE SUMMARY

Substitute Required **Yes**

Monday, January 20, 2020
Tuesday, January 21, 2020
7:00 AM - 3:00 PM
Personal Day

If you need to see your absence history from more than 30 days ago, click the **View More** link at the top of the "Past Absences" list or navigate to **Absences > Past Absences** in the side navigation.

Create Absence | **1 Scheduled Absences** | **2 Past Absences** | **1 Denied Absences**

This list shows absences for the past 30 days. [View More...](#)









Date	Reason	Location	Duration	Time
CONFIRMATION # 396507500	BARROWMAN, GEORGE / UNAPPROVED			View Details
13 Jan 2020	Professional Day	VC Elementary Schools	1 Full Day	7:00 AM - 3:00 PM

This selection opens a history of past absences. From here, you can filter timeframes from the last 60 days to the last 90 days, 120 days, and beyond. Simply select a timeframe option at the top of the page.

Past Absences from 10/7/2019 to 2/4/2020

Select a date range: Last 60 days Last 90 days **Last 120 days** This School Year Last School Year Custom



3 Past Absences

Date	Reason	Location	Duration	Time	
CONFIRMATION # 396826083 UNFILLED / NO APPROVAL REQUIRED  View Details					
31 Dec 2019	Illness > Family Illness	VC Elementary Schools	 Full Day	7:00 AM - 3:00 PM	
CONFIRMATION # 396507500 BARROWMAN, GEORGE / UNAPPROVED  View Details					
13 Jan 2020	Professional Day	VC Elementary Schools	 Full Day	7:00 AM - 3:00 PM	
CONFIRMATION # 400391502 COULSON, PHIL / APPROVED   View Details 					
20 Jan - 21 Jan 2020	Personal Day	VC Elementary Schools	 Full Day	7:00 AM - 3:00 PM	



Note that you can even create a custom date range and search for absences that occurred within a specified period of time. Simply click the **Custom** option and choose a calendar date in the "From" and "To" boxes. You can then select **Go** to perform the search.

Past Absences from 10/7/2019 to 2/4/2020

Select a date range: Last 60 days Last 90 days **Last 120 days** This School Year Last School Year **Custom**

From 10/7/2019  to 2/4/2020  **Go**

3 Past Absences

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CONFIRMATION # 396826083 UNFILLED / NO APPROVAL REQUIRED  View Details					
31 Dec 2019	Illness > Family Illness	VC Elementary Schools	 Full Day	7:00 AM - 3:00 PM	