

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.

Click a hyperlink below to jump to that topic:

- **Date Selection**
- **Absence Details**
- **Operational Details**
- **Saving the Absence**

Absence Management Victoria County School District Joe Montana Employee

December 2019 January 2020 February 2020

Legend: Absences Closed Day In-Service Day

Create Absence 0 Scheduled Absences 0 Past Absences 0 Denied Absences

Please select a date Need more options? Advanced Mode

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				

Substitute Required Yes

Absence Reason Select One

Time Full Day
Please enter a valid time range using the HH:MM AM format.
08:00 AM to 03:00 PM

Notes to Administrator (not viewable by Substitute)
255 character(s) left

Notes to Substitute
255 character(s) left

Helpful Hint: You can select multiple days individually or click-and-drag to select a range of dates.

FILE ATTACHMENTS

DRAG AND DROP FILES HERE

Choose File No file chosen

Shared Attachments

Cancel Create Absence

Looking for more advanced absence options? Click the **Advanced Mode** button (top right corner of the "Create Absence" tab) and reference this [article](https://absence-help.frontlineeducation.com/hc/en-us/articles/115003384728) for additional details.

Date Selection

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

Pro Tip

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

The screenshot shows the 'Create Absence' interface. At the top, there are tabs for 'Create Absence', '0 Scheduled Absences', and '0 Past Absences'. Below the tabs, the selected date 'December 19' is displayed. A calendar for December 2019 is shown on the left, with the date '19' highlighted in blue. To the right of the calendar, there are three sections: 'Substitute Required' with a 'Yes' button, 'Absence Reason' with a 'Select One' dropdown, and 'Time' with a 'Full Day' dropdown and a time range of '08:00 AM to 03:00 PM'.

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

The screenshot shows the 'Create Absence' interface with a multi-day selection. The tabs are the same. The selected dates are 'December 19; December 23'. The calendar for December 2019 shows both '19' and '23' highlighted in blue. The 'Substitute Required' section has a 'Yes' button. The 'Absence Reason' section has a 'Select One' dropdown. The 'Time' section has a 'Full Day' dropdown and a time range of '08:00 AM to 03:00 PM'.

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

Create Absence

0 Scheduled Absences

0 Past Absences

0 Denied Absences

Please select a date

Need more options?Advanced Mode

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

Helpful Hint:

You can select multiple days individually or click-and-drag to select a range of dates.

Substitute Required

Yes

Absence Reason

Select One

Time

Please enter a valid time range using the HH:MM AM format.

Full Day

08:00 AMto03:00 PM

Notes to Administrator

(not viewable by Substitute)

255 character(s) left

Notes to Substitute

255 character(s) left

FILE ATTACHMENTS

DRAG AND DROP FILES HERE

Choose FileNo file chosen

Shared Attachments

Cancel

Create Absence

Return to Top

Absence Details

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

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

Helpful Hint:
You can select multiple days individually or click-and-drag to select a range of dates.

Substitute Required ☒ **Yes**

Absence Reason

Time
Please enter a valid time range using the HH:MM AM format.
 to

Notes to Administrator
(not viewable by Substitute)

255 character(s) left

Notes to Substitute

255 character(s) left

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

☒ Yes

Absence Reason

Personal Day

Time
Please enter a valid time range using the HH:MM AM format.

Full Day

✓ Full Day

Half Day AM

Half Day PM

Custom

Notes to Administrator
(not viewable by Substitute)

255 character(s) left

199 character(s) left

FILE ATTACHMENTS

DRAG AND DROP
FILES HERE

No file chosen

Shared Attachments

[↑ Return to Top](#)

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

Yes

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)

255 character(s) left

Notes to Substitute

Please remember to feed Frodo, our classroom hamster! :)

199 character(s) left

FILE ATTACHMENTS

DRAG AND DROP FILES HERE

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.)

Substitute Required

Yes

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)

255 character(s) left

Notes to Substitute

Please remember to feed Frodo, our classroom hamster! :)

199 character(s) left

FILE ATTACHMENTS

DRAG AND DROP FILES HERE

Choose File No file chosen

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.

The screenshot displays the 'Past Absences' tab in the Frontline Absence Management system. The interface includes a 'Need more options?' link and an 'Advanced Mode' button. A 'Yes' button is visible. The 'Personal Day' dropdown is set to 'Personal Day'. The 'Full Day' dropdown is set to 'Full Day'. The time range is '08:00 AM to 03:00 PM'. The 'Notes to Substitute' section contains the text 'Please remember to feed Frodo, our classroom hamster! :)'. The 'FILE ATTACHMENTS' section has a 'DRAG AND DROP FILES HERE' area and a 'Choose File' button. The 'Shared Attachments' section is empty. The sidebar on the right shows a file explorer with folders for '2016', '2017 and 2018', '2019', and 'Absence Request'. A 'Lesson Plan' file is visible under the 'Absence Request' folder.

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.

[↑ Return to Top](#)

Saving the Absence

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

Create Absence | 0 Scheduled Absences | 0 Past Absences | 0 Denied Absences

December 19 | Need more options? [Advanced Mode](#)

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 to

Notes to Administrator (not viewable by Substitute)

Notes to Substitute
 198 character(s) left

FILE ATTACHMENTS

DRAG AND DROP FILES HERE

[Choose File](#) No file chosen

[Lesson Plan.docx](#) Classroom Plans

Shared Attachments

[Cancel](#) [✓ Create Absence](#)

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

Create Absence | 1 Scheduled Absences | 0 Past Absences | 0 Denied Absences

Date	Reason	Location	Duration	Time
19 Dec 2019	Personal Day	UN	8:00 AM - 3:00 PM	

Confirmation

Your Confirmation Number is 394834367

[View Details](#)

[✓ Ok](#)

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!

[↑ Return to Top](#)