

Creating a Basic Absence

absence-help.frontlineeducation.com/hc/en-us/articles/115003384728-Creating-a-Basic-Absence

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.

The screenshot displays the 'Absence Management' interface for Victoria County School District, logged in as Joe Montana. It features three calendar views: December 2019, January 2020, and February 2020. The 'Create Absence' form is highlighted with a red border and includes the following sections:

- Navigation:** 'Absence Management', 'Victoria County School District', user 'Joe Montana', and a notification bell with '2' alerts.
- Calendar Views:** Three monthly calendars for December 2019, January 2020, and February 2020. A legend below indicates 'Absences' (blue), 'Closed Day' (orange), and 'In-Service Day' (yellow).
- Create Absence Form:**
 - Buttons:** 'Create Absence', '0 Scheduled Absences', '0 Past Absences', '0 Denied Absences'.
 - Date Selection:** 'Please select a date' with a 'Need more options? Advanced Mode' link.
 - Substitute Required:** A toggle switch set to 'Yes'.
 - Absence Reason:** A dropdown menu labeled 'Select One'.
 - Time:** A dropdown menu set to 'Full Day' and a time range input showing '08:00 AM to 03:00 PM'.
 - Notes:** Two text areas for 'Notes to Administrator (not viewable by Substitute)' and 'Notes to Substitute', each with a '255 character(s) left' indicator.
 - File Attachments:** A section for 'FILE ATTACHMENTS' with a dashed box for 'DRAG AND DROP FILES HERE', a 'Choose File' button, and 'No file chosen' text. Below is a 'Shared Attachments' section.
 - Helpful Hint:** A box stating: 'You can select multiple days individually or click-and-drag to select a range of dates.'
 - Bottom Buttons:** 'Cancel' and 'Create Absence'.

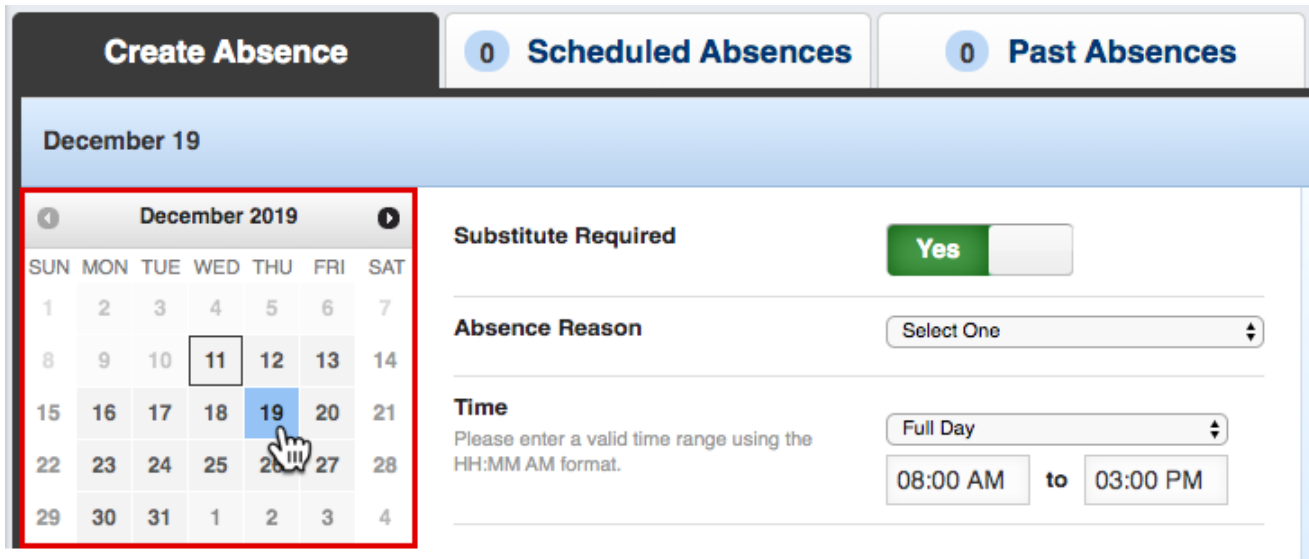
Looking for more advanced absence options? Click the **Advanced Mode** button (top right corner of the "Create Absence" tab) and reference this article for additional details.

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.



Create Absence 0 Scheduled Absences 0 Past Absences

December 19

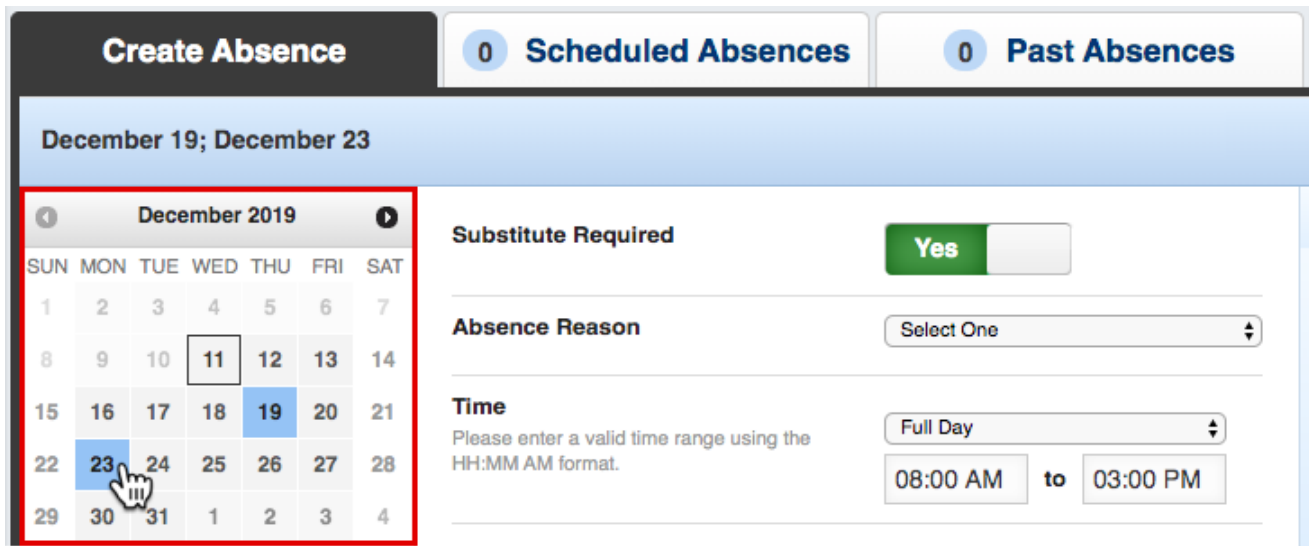
December 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

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:

Ab- sence 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

Time

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

- ✓ 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

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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 <div style="border: 1px dashed blue; 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 Please enter a valid time range using the HH:MM AM format. <input type="text" value="Full Day"/> <input type="text" value="08:00 AM"/> to <input type="text" value="03:00 PM"/>		
Notes to Administrator (not viewable by Substitute)	Notes to Substitute	
<input type="text"/> 255 character(s) left	Please remember to feed Frodo, our classroom hamster! :) 199 character(s) left	

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 <input checked="" type="checkbox"/> Yes		FILE ATTACHMENTS <div style="border: 1px dashed blue; 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 Please enter a valid time range using the HH:MM AM format. <input type="text" value="Full Day"/> <input type="text" value="08:00 AM"/> to <input type="text" value="03:00 PM"/>		
Notes to Administrator (not viewable by Substitute)	Notes to Substitute	
<input type="text"/> 255 character(s) left	Please remember to feed Frodo, our classroom hamster! :) 199 character(s) left	

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.

0 Past Absences 0 Denied Absences

Need more options? Advanced Mode

Yes

Personal Day

Full Day

08:00 AM to 03:00 PM

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

nce Request

2016

2017 and 2018

2019

Absence Request

Lesson Plan

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 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 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! :)
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		8:00 AM - 3:00 PM	

Confirmation

CONFIRMATION # 394834367

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!

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