

Creating a Basic Absence

absence-help.frontlineeducation.com/hc/en-us/articles/115003384728-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.

The screenshot displays the 'Absence Management' interface for Victoria County School District. At the top, there are navigation tabs for 'Absences', 'Closed Day', and 'In-Service Day'. Below this is a calendar view for December 2019, January 2020, and February 2020. The 'Create Absence' form is highlighted with a red border and contains the following fields:

- Substitute Required:** A toggle switch set to 'Yes'.
- Absence Reason:** A dropdown menu currently showing 'Select One'.
- Time:** A dropdown menu set to 'Full Day', with a time range of '08:00 AM to 03:00 PM'.
- Notes to Administrator:** A text area with a '255 character(s) left' indicator.
- Notes to Substitute:** A text area with a '255 character(s) left' indicator.
- FILE ATTACHMENTS:** A section with a dashed box labeled 'DRAG AND DROP FILES HERE' and a 'Choose File' button.
- Shared Attachments:** A section with a 'No file chosen' status.

At the bottom of the form, there are '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 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.

The screenshot shows the 'Create Absence' interface. At the top, there are three tabs: 'Create Absence' (active), '0 Scheduled Absences', and '0 Past Absences'. Below the tabs, the current date is 'December 19'. A calendar for December 2019 is displayed on the left, with the date '19' highlighted in blue. To the right of the calendar, there are several form fields: 'Substitute Required' (a toggle switch set to 'Yes'), 'Absence Reason' (a dropdown menu set to 'Select One'), and 'Time' (a dropdown menu set to 'Full Day' and two input fields for '08:00 AM' and '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. At the top, there are three tabs: 'Create Absence' (active), '0 Scheduled Absences', and '0 Past Absences'. Below the tabs, the current date is 'December 19; December 23'. A calendar for December 2019 is displayed on the left, with the dates '19' and '23' highlighted in blue. To the right of the calendar, there are several form fields: 'Substitute Required' (a toggle switch set to 'Yes'), 'Absence Reason' (a dropdown menu set to 'Select One'), and 'Time' (a dropdown menu set to 'Full Day' and two input fields for '08:00 AM' and '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 AM
to
03:00 PM

FILE ATTACHMENTS

DRAG AND DROP
FILES HERE

Choose File

No file chosen

Shared Attachments

Notes to Administrator
(not viewable by Substitute)

255 character(s) left

Notes to Substitute

255 character(s) left

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

Substitute Required Yes

Absence Reason

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

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

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

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



Choose File 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

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

Notes to Administrator	Notes to Substitute
(not viewable by Substitute) <div style="border: 1px solid #ccc; height: 100px;"></div> <p>255 character(s) left</p>	<div style="border: 1px solid #ccc; padding: 5px;">Please remember to feed Frodo, our classroom hamster! :)</div> <p>199 character(s) left</p>

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

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

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

199 character(s) left

FILE ATTACHMENTS

DRAG AND DROP
FILES HERE

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.

0 Past Absences
0 Denied Absences

Need more options?

Yes

to

Notes to Substitute

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

199 character(s) left

FILE ATTACHMENTS

DRAG AND DROP
FILES HERE

No file chosen

Shared Attachments

Absence Request

- 2016 Lesson Plan
- 2017 and 2018
- 2019
- Absence Request

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 Personal Day

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
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
CONFIRMATION # 394834367	UN			
19 Dec 2019	Per			8:00 AM - 3:00 PM

Confirmation

Your Confirmation Number is 394834367

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](#)

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