

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

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

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

Notes to Administrator
(not viewable by Substitute)
Notes to Substitute

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 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

Select One

Time

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

Full Day

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.

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

Select One

Time

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

Full Day

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

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

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

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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

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

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.)

Absence Details

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	FILE ATTACHMENTS DRAG AND DROP FILES HERE Choose File No file chosen Shared Attachments
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

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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 ☒		FILE ATTACHMENTS DRAG AND DROP FILES HERE Choose File No file chosen Shared 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) 255 character(s) left	Notes to Substitute 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 ☒		FILE ATTACHMENTS DRAG AND DROP FILES HERE Choose File No file chosen Shared 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) 255 character(s) left	Notes to Substitute 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.

The screenshot displays the 'Absence Request' form. At the top, there are two tabs: 'Past Absences' (with a count of 0) and 'Denied Absences' (with a count of 0). Below the tabs is a blue header bar with the text 'Need more options?' and a button labeled 'Advanced Mode'. The form is divided into two main sections. The left section contains a 'Yes' toggle switch, a dropdown menu for 'Personal Day', another dropdown for 'Full Day', and a time range selector showing '08:00 AM to 03:00 PM'. Below these is a 'Notes to Substitute' text area with the text 'Please remember to feed Frodo, our classroom hamster! :)' and a character count of '199 character(s) left'. The right section is titled 'FILE ATTACHMENTS' and features a large dashed box with the text 'DRAG AND DROP FILES HERE'. Below this box is a 'Choose File' button and the text 'No file chosen'. At the bottom of this section is a 'Shared Attachments' heading. To the right of the form, a sidebar shows a file explorer view with a search bar and a list of folders: '2016', '2017 and 2018', '2019', and 'Absence Request'. The 'Absence Request' folder is selected, and its contents, including a 'Lesson Plan' file, are visible on the right.

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.

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
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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

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

198 character(s) left

FILE ATTACHMENTS

DRAG AND DROP FILES HERE

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 # <u>394834367</u>	UN			
19 Dec 2019	Pe			8:00 AM - 3:00 PM

View Details

Confirmation

Your Confirmation Number is 394834367

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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