Creating a Basic Absence Online



All options shown 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.

Abse	nce	Ma	nage	emei	nt ~	Vic	toria	Cour	nty Sch	ool [Distr	rict										?	Joe	Mon [.] Empl	tana ~ oyee	<i>Ç</i> ²	
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																						Car	ncel	Ƴ Cr	eate Abs	ence	

Date Selection

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

	C	reat	e Al	bsei	nce		0 Scheduled Absences	0 Past Absences				
De	cemt	per 1	9									
0		Dece	mber	2019		0	Substitute Required	Marca	_			
SUN	MON	TUE	WED	THU	FRI	SAT		Yes				
1	2	3	4	5	6	7	Absence Reason	Select One		\$		
8	9	10	11	12	13	14						
15	16	17	18	19	20	21	Time	Full Day		ŧ		
22	23	24	25	28	27	28	HH:MM AM format.	08:00 AM	to	03:00 PM		
29	30	31	1	2	3	4						

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

	C	reat	e Al	bsei	nce		0 Scheduled Absences	0 Past Absences				
De	cemt	ber 1	9; De	ecem	ber 2	3						
0		Dece	ember	2019		0	Substitute Required	Vec	_			
SUN	MON	TUE	WED	THU	FRI	SAT		Yes				
1	2	3	4	5	6	7	Absence Reason	Select One				
8	9	10	11	12	13	14				•)		
15	16	17	18	19	20	21	Time	Full Day		•		
22	230	24	25	26	27	28	Please enter a valid time range using the HH:MM AM format.	1 di Day		•		
29	30	31 31	1	2	3	4		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.

	С	reat	e Al	bsei	nce		0 Scheduled Absences	0 Past Absences	0 Denied Absences
Ple	ease	seled	ct a d	ate					Need more options? Advanced Mode
0		Dece	ember	2019		0	Substitute Required		FILE ATTACHMENTS
SUN	MON	TUE	WED	THU	FRI	SAT		Yes	
1	2	3	4	5	6	7	Absence Reason	Select One	
8	9	10	11	12	13	14			
15	16	17	18	19	20	21	Time	(Full Day	DRAG AND DROP
22	23	24	25	26	27	28	Please enter a valid time range using the HH:MM AM format.	Full Day	FILES HERE
20	20	21	4	2	2	4		08:00 AM to 03:00 PM	
He	elpful I ou can	Hint:	multip	le day:	S		Notes to Administrator (not viewable by Substitute)	Notes to Substitute	Choose File No file chosen
Se	dividua lect a i	ally or o range	click-ar	nd-dra	g to		255 character(s) left	255 character(s) left	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.

0		Dece	ember	2019		0	Substitute Required	Yes		
1	2	3	4	5	6	SAT 7	Absence Reason	Select One		
8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28							Time Please enter a valid time range using the HH:MM AM format.	Full Day \$		
29 H	30 eloful l	31 Hint:	1	2	3	4	Notes to Administrator (not viewable by Substitute)	Notes to Substitute		
Yo in se	ou can : dividua elect a r	select Ily or o range	multipl click-an of date	le days Id-drag Is.	s g to					

Let's go over what each of these details mean:

Absence Details

Absence Details

SubstituteThis option should already be predetermined as a NO for Drivers/Aides, but you may have theRequiredoption to choose if a substitute is needed for this absence.DO NOT CHANGE THE OPTION TO Yes.

AbsenceChoose 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	FILE 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	DRAG AND DROP FILES HERE
Notes to Administrator (not viewable by Substitute)	Half Day PM Custom	Choose File No file chosen
		Shared Attachments
255 character(s) left	199 character(s) left	

Return to Top

Operational Details

The system also provides a few optional entries (e.g. notes to Admin.) to further support those will review and fulfill your absence.

Substitute Required	Yes	FILE ATTACHMENTS
Absence Reason	Personal Day 🗸	
Time Please enter a valid time range using the HH:MM AM format.	Full Day V 08:00 AM to 03:00 PM	DRAG AND DROP FILES HERE
Notes to Administrator (not viewable by Substitute)	Notes to Substitute	Choose File No file chosen
	Frodo, our classroom hamster! :)	Shared Attachments
255 character(s) left	199 character(s) left	
Substitute Required	Yes	FILE ATTACHMENTS
Absence Reason	Personal Day	
Time Please enter a valid time range using the HH:MM AM format.	Full Day V 08:00 AM to 03:00 PM	DRAG AND DROP FILES HERE
Notes to Administrator (not viewable by Substitute)	Notes to Substitute	
	Please remember to feed Frodo, our classroom hamster! :)	Shared Attachments
1.	1.	

Saving the Absence

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

	С	reat	e A	bse	nce		0 Scheduled Absences	0 Past Absences	0 Denied Absences			
De	cem	ber 1	9						Need more options? Advanced Mode			
O	MON	Dece	wed	r 2019 THU	FBI	D	Substitute Required	FILE ATTACHMENTS				
1	2	3	4	5	6 13	7	Absence Reason	Personal Day				
15 22	15 16 17 18 19 20 21 22 23 24 25 26 27 28					21 28	Time Please enter a valid time range using the HH:MM AM format.	Full Day \$	DRAG AND DROP FILES HERE			
29	30	31	1	2	3	4	Notes to Administrator					
H Yu in se	elpful ou can dividua elect a	Hint: select ally or range	multip click-a of date	ole day nd-dra es.	s g to		(not viewable by Substitute)	Please remember to feed Frodo, our classroom hamster! :) 198 character(s) left	Choose File No file chosen			
									Cancel			

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 Sc	heduled Absences	0 Past	Absences	0 Denied	Absences
л) 	Date	Rea	son	Location		Duration	Time	
	CONFIRMATION # <u>394834367</u>	UN	Confi	rmation				View Details
3	19 Dec 2019	Pei	Your Co	nfirmation Number is 39483	4367		8:00 AM - 3:00 PM	Л
		I				√ Ok		
m			_		_	_		

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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