

Adding Variations to a Single Day Absence

absence-help.frontlineeducation.com/hc/en-us/articles/360020866033-Adding-Variations-to-a-Single-Day-Absence

Based on settings determined by your district, you may have the option to use custom times during the creation of an absence (i.e. not Full Day or Half Day times).

The "Advanced Mode" allows you to create an absence that reflects multiple shifts throughout the day, and you can select the "**Advanced Mode**" button in the top right corner of the "Create Absence" tab.

The screenshot shows the 'Create Absence' form with the 'Advanced Mode' button highlighted in the top right. The form is divided into several sections:

- Header:** 'Create Absence' tab, with sub-tabs for '1 Scheduled Absences', '0 Past Absences', and '0 Denied Absences'.
- Date Selection:** A calendar for December 2019 with the 11th selected. A 'Please select a date' prompt is at the top left.
- Substitute Required:** A dropdown menu set to 'Yes'.
- Absence Reason:** A dropdown menu set to 'Select One'.
- Time:** A dropdown menu set to 'Full Day', with a time range of '08:00 AM to 03:00 PM' displayed below it. A prompt says 'Please enter a valid time range using the HH:MM AM format.'
- Notes to Administrator:** A text area labeled '(not viewable by Substitute)' 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 'DRAG AND DROP FILES HERE' prompt, a 'Choose File' button, and 'No file chosen' text.
- Shared Attachments:** A section for shared files.
- Buttons:** 'Cancel' and 'Create Absence' buttons at the bottom right.

When in advanced mode, use the "Time" dropdown list to select "**Custom**" as the absence type. Then, select whether "Substitute Required" is "Yes" or "No" (if permissions allow) and choose the absence date(s) and absence reason for this variation.

✓ Create Absence

Cancel

Please select a date at Jaspers Elementary School

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

+ Add New Variation

Absence Reason

Illness > Doctor's Appointment

Time

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

Full Day

✓ Full Day

Half Day AM

Half Day PM

Custom

NEXT STEPS

Status: Unfilled

ABSENCE SUMMARY

Substitute Required

Yes

No Dates Selected

8:00 AM - 3:00 PM

Illness > Doctor's Appointment

Next, enter in the custom times of the first shift for which you will be absent and click the **+ Add New Variation** button.

December 13 at Jaspers Elementary School

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

+ Add New Variation

Absence Reason

Illness > Doctor's Appointment

Time

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

Custom

08:00 AM

to

10:00 AM

The system will create a second variation, and you can enter a new date, absence reason, and custom time for a second shift!

✓ Create Absence

Cancel

Variation #1 - December 13 at Jaspers Elementary School

⌵

◀ 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

Absence Reason

Illness > Doctor's Appointment

Time

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

Custom

08:00 AM to 10:00 AM

+ Add New Variation

Delete This Variation

Variation #2 - December 13 at Jaspers Elementary School

⌵

◀ 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

Absence Reason

Illness > Doctor's Appointment

Time

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

Custom

01:00 PM to 04:00 PM

+ Add New Variation

Delete This Variation

To add an additional variation (or shift) to this confirmation number, click the **+ Add New Variation** button until you are able to enter all the variations for a single confirmation number.

Then, once you are finished, click **Create Absence** to finalize your absence request.