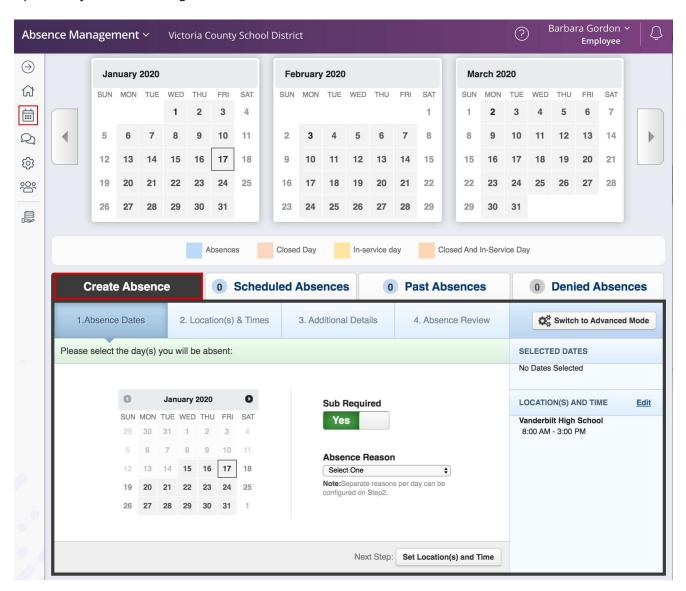
Creating a Multi-School Absence

gabsence-help.frontlineeducation.com/hc/en-us/articles/115003265987-Creating-a-Multi-School-Absence

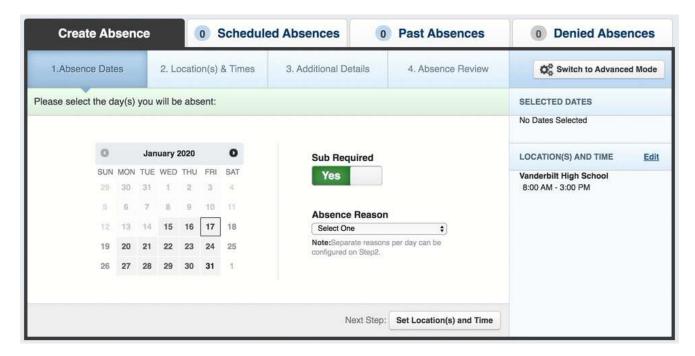
If you are an employee who works at multiple district buildings, your absence creation process will be completed through a unique four-step process. These steps can be completed through the "Create Absence" tab on your home page or via the "Absences" option in your side navigation.



Enter Absence Dates

In the first step, you will indicate important details such as the date(s) of the absence and the absence reason. In some cases, you may also have to select whether a substitute is needed, provided your district has given you this permission.

To select a timeframe, just click the day(s) in the calendar. (The system will highlight your selected date(s) in blue). You can also select the dropdown to choose a reason and click the "Yes" or "No" button to indicate the substitute requirements.



To move on to the next step, click the **Set Location(s) and Time** button at the bottom of the page.

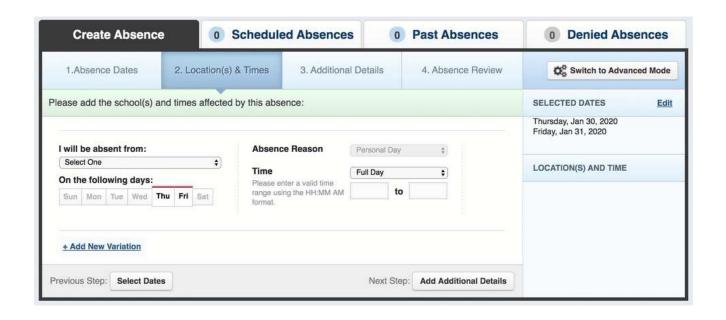
Note

Some absence details are required before you can proceed. If you do not complete these mandates, the system will issue an error message that prompts you to complete the required field(s).

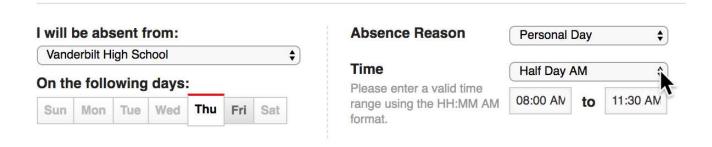
Setting Locations(s) & Times

On this next step, you will indicate the school(s) from which you will be absent. (If you want to request an absence that includes multiple locations, just pick the first school for now. Variations will be explained in the section below.)

With a location selected, you will then see the day(s) of the week you previously chose. Leave all the days highlighted if the reason and time applies across all days for this location. Or, if your times will be different on different days, click on a specific day to deselect that option. (You will be able to add those alternate days in a later step.)



You can then adjust the "Time" section, as needed, to account for the absence that will occur at this location, on the indicated day(s). (In this example, the employee has chosen a specific location for Thursday and will now adjust the Time to "Half Day."

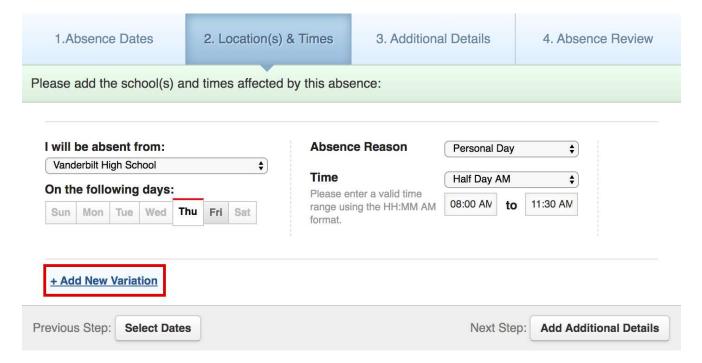


*Note, the previously selected absence reason(s) can also be edited, if needed. It is important that you select whatever absence reason applies to the school, day(s), and time you just selected. (For example, if you are going to be absent from one school for the first half of the day and a different school for the second half of the day, you will only have to select the first school's times here. You will add the next school and its times later.)

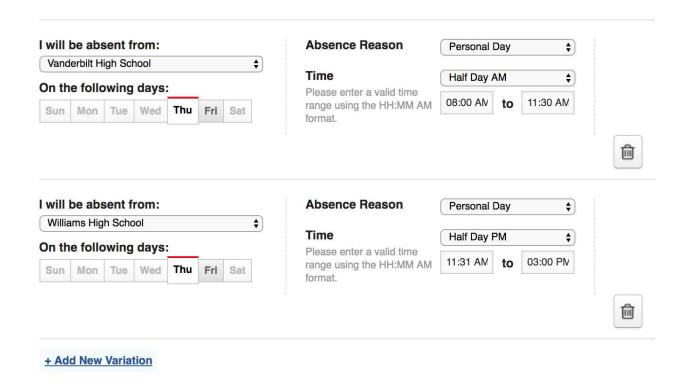
Add a Variation

Now that you have entered the info for the first part of your absence, you can add a "Variation". A Variation is a tool that will allow you to enter any number of data combinations to make the absence fit your schedule.

To add a variation, click the Add New Variation button on the bottom left.



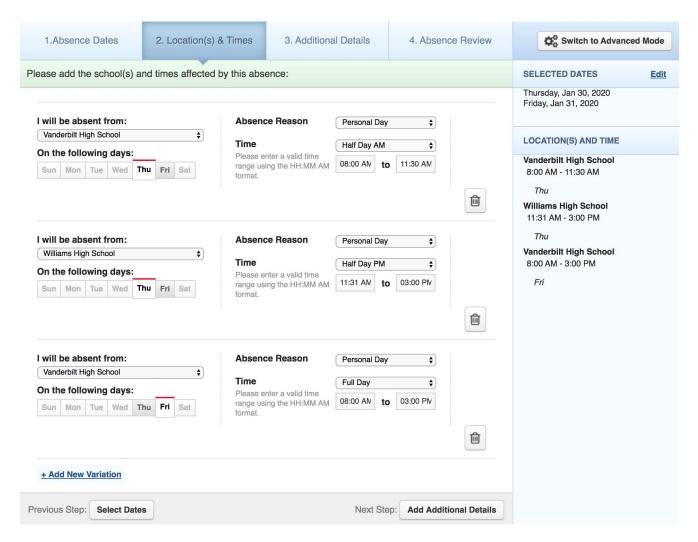
There are many variations you could add to an absence. In the example below, the employee has entered an absence for Vanderbilt High School on Thursday morning and for Williams High School on Thursday afternoon.



With this complete, you can create as many variations as needed to account for any additional dates, times, and/or reasons. (In this example, we're added one additional variation to account for an absence that also occurs on Friday.)

You can delete a Variation at any time by clicking the **delete icon** next to that variation.

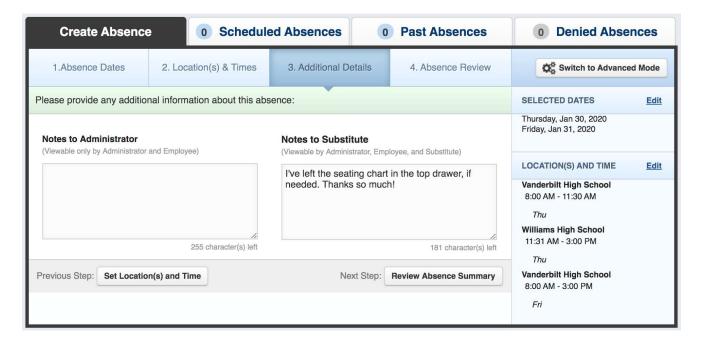
When you have finished entering the absence information, click the **Add Additional Details** button.



Adding Additional Details

In this step, you will be able to add notes to the absence. These include:

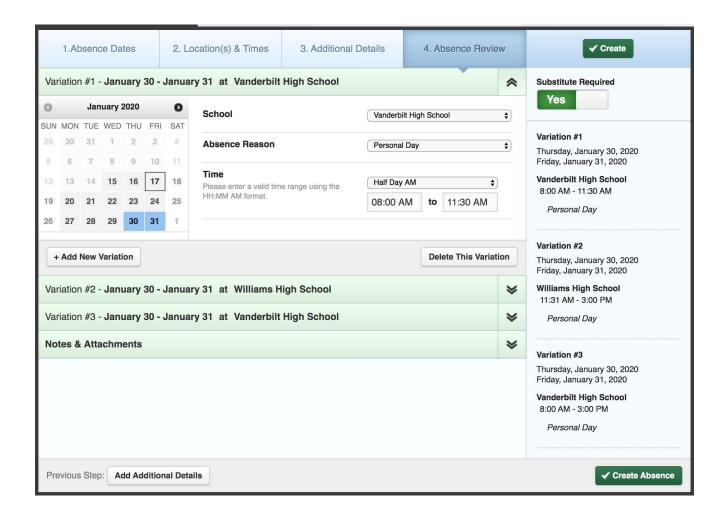
- **Notes to Administrator:** These notes will be visible to the administrator(s) at the school(s) but not visible to the substitute.
- **Notes to Substitute**: These notes will be visible to the substitute as well as the administrator(s).



When you have included your notes, click the **Review Absence Summary** button to move to the last step.

Absence Review

From here, you can review the absence details and click **Create Absence** to complete the process.



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