

# Creating a Multi-School Absence

[absence-help.frontlineeducation.com/hc/en-us/articles/115003265987-Creating-a-Multi-School-Absence](https://absence-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.

Absence Management

Victoria County School District

Barbara Gordon  
Employee

Calendar

January 2020

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	

February 2020

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

March 2020

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				

Absences

Closed Day

In-service day

Closed And In-Service Day

Create Absence

0 Scheduled Absences

0 Past Absences

0 Denied Absences

1. Absence Dates

2. Location(s) & Times

3. Additional Details

4. Absence Review

Switch to Advanced Mode

Please select the day(s) you will be absent:

January 2020

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	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

Sub Required

Yes

Absence Reason

Select One

Note: Separate reasons per day can be configured on Step2.

SELECTED DATES

No Dates Selected

LOCATION(S) AND TIME

Vanderbilt High School

8:00 AM - 3:00 PM

Next Step:

Set Location(s) and Time

## 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.

**Create Absence**

0 Scheduled Absences 0 Past Absences 0 Denied Absences

1. Absence Dates 2. Location(s) & Times 3. Additional Details 4. Absence Review

[Switch to Advanced Mode](#)

Please select the day(s) you will be absent:

**January 2020**

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	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

**Sub Required**

**Absence Reason**

Select One

Note: Separate reasons per day can be configured on Step2.

**SELECTED DATES**

No Dates Selected

**LOCATION(S) AND TIME** [Edit](#)

Vanderbilt High School  
8:00 AM - 3:00 PM

Next Step: [Set Location\(s\) and Time](#)

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.)

Create Absence

0 Scheduled Absences

0 Past Absences

0 Denied Absences

1. Absence Dates

2. Location(s) & Times

3. Additional Details

4. Absence Review

Switch to Advanced Mode

Please add the school(s) and times affected by this absence:

I will be absent from:

Select One

Absence Reason

Personal Day

Time

Full Day

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

to

On the following days:

Sun Mon Tue Wed **Thu** Fri Sat

+ Add New Variation

SELECTED DATES

Edit

Thursday, Jan 30, 2020

Friday, Jan 31, 2020

LOCATION(S) AND TIME

Previous Step: Select Dates

Next Step: Add Additional Details

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."

I will be absent from:

Vanderbilt High School

Absence Reason

Personal Day

Time

Half Day AM

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

08:00 AM

to

11:30 AM

On the following days:

Sun Mon Tue Wed **Thu** Fri Sat

\*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.

1.Absence Dates
2. Location(s) & Times
3. Additional Details
4. Absence Review

Please add the school(s) and times affected by this absence:

**I will be absent from:**  
Vanderbilt High School

**On the following days:**  
Sun Mon Tue Wed **Thu** Fri Sat

**Absence Reason**  
Personal Day

**Time**  
Please enter a valid time range using the HH:MM AM format.  
08:00 AM to 11:30 AM

+ Add New Variation

Previous Step: Select Dates
Next Step: Add Additional Details

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.

**I will be absent from:**  
Vanderbilt High School

**On the following days:**  
Sun Mon Tue Wed **Thu** Fri Sat

**Absence Reason**  
Personal Day

**Time**  
Please enter a valid time range using the HH:MM AM format.  
08:00 AM to 11:30 AM

**I will be absent from:**  
Williams High School

**On the following days:**  
Sun Mon Tue Wed **Thu** Fri Sat

**Absence Reason**  
Personal Day

**Time**  
Please enter a valid time range using the HH:MM AM format.  
11:31 AM to 03:00 PM

+ Add New Variation

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.

1. Absence Dates

2. Location(s) & Times

3. Additional Details

4. Absence Review

Switch to Advanced Mode

Please add the school(s) and times affected by this absence:

I will be absent from:

Vanderbilt High School

On the following days:

Sun Mon Tue Wed **Thu** Fri Sat

Absence Reason

Personal Day

Time

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

08:00 AM to 11:30 AM

I will be absent from:

Williams High School

On the following days:

Sun Mon Tue Wed **Thu** Fri Sat

Absence Reason

Personal Day

Time

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

11:31 AM to 03:00 PM

I will be absent from:

Vanderbilt High School

On the following days:

Sun Mon Tue Wed **Thu** **Fri** Sat

Absence Reason

Personal Day

Time

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

08:00 AM to 03:00 PM

[+ Add New Variation](#)

Previous Step: Select Dates

Next Step: Add Additional Details

SELECTED DATES

[Edit](#)

Thursday, Jan 30, 2020  
Friday, Jan 31, 2020

LOCATION(S) AND TIME

Vanderbilt High School  
8:00 AM - 11:30 AM

Thu

Williams High School  
11:31 AM - 3:00 PM

Thu

Vanderbilt High School  
8:00 AM - 3:00 PM

Fri

## 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).

Create Absence		0 Scheduled Absences	0 Past Absences	0 Denied Absences
1. Absence Dates	2. Location(s) & Times	3. Additional Details	4. Absence Review	Switch to Advanced Mode
Please provide any additional information about this absence:				<b>SELECTED DATES</b> <a href="#">Edit</a> Thursday, Jan 30, 2020 Friday, Jan 31, 2020
<b>Notes to Administrator</b> <small>(Viewable only by Administrator and Employee)</small> <div></div> 255 character(s) left		<b>Notes to Substitute</b> <small>(Viewable by Administrator, Employee, and Substitute)</small> <div>I've left the seating chart in the top drawer, if needed. Thanks so much!</div> 181 character(s) left		<b>LOCATION(S) AND TIME</b> <a href="#">Edit</a> <b>Vanderbilt High School</b> 8:00 AM - 11:30 AM <i>Thu</i> <b>Williams High School</b> 11:31 AM - 3:00 PM <i>Thu</i> <b>Vanderbilt High School</b> 8:00 AM - 3:00 PM <i>Fri</i>
Previous Step: <b>Set Location(s) and Time</b>		Next Step: <b>Review Absence Summary</b>		

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.



1. Absence Dates

2. Location(s) & Times

3. Additional Details

4. Absence Review

Create

Variation #1 - January 30 - January 31 at Vanderbilt High School

January 2020

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	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

School

Vanderbilt High School

Absence Reason

Personal Day

Time

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

Half Day AM

08:00 AM to 11:30 AM

+ Add New Variation

Delete This Variation

Variation #2 - January 30 - January 31 at Williams High School

Variation #3 - January 30 - January 31 at Vanderbilt High School

Notes & Attachments

Substitute Required

Yes

Variation #1

Thursday, January 30, 2020

Friday, January 31, 2020

Vanderbilt High School

8:00 AM - 11:30 AM

Personal Day

Variation #2

Thursday, January 30, 2020

Friday, January 31, 2020

Williams High School

11:31 AM - 3:00 PM

Personal Day

Variation #3

Thursday, January 30, 2020

Friday, January 31, 2020

Vanderbilt High School

8:00 AM - 3:00 PM

Personal Day

Previous Step: Add Additional Details

Create Absence

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