


# Adding an Absence Variation

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 [absence-help.frontlineeducation.com/hc/en-us/articles/115003384748-Adding-an-Absence-Variation-](https://absence-help.frontlineeducation.com/hc/en-us/articles/115003384748-Adding-an-Absence-Variation-)

There may be times when you need to create an absence that is a little more complicated.

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## Variation Example

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Let's say you need to account for a family illness as day *one* of the absence and you want to take a personal day for day *two* of the absence. For these unique scenarios, you can create variations within the "Advanced Mode" of the absence creation tool.

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In the "Create Absence" tab on the home page, click the **Advanced Mode** button.

**Absence Management** Victoria County School District

Amy Pond Employee

January 2020 February 2020 March 2020

Legend: Absences Closed Day In-service day

**Create Absence** 2 Scheduled Absences 2 Past Absences 0 Denied Absences

Please select a date Need more options? **Advanced Mode**

**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	

**Substitute Required** Yes

**Absence Reason** Select One

**Time** Full Day  
Please enter a valid time range using the HH:MM AM format.  
07:00 AM to 03:00 PM

**Notes to Administrator** (not viewable by Substitute)  
255 character(s) left

**Notes to Substitute**  
255 character(s) left

**FILE ATTACHMENTS**

DRAG AND DROP FILES HERE

Choose File No file chosen

**Shared Attachments**

Cancel **Create Absence**

This selection will open the absence creation page. Here, you can add absence variations for more advanced absences.

Let's say you want to create an absence similar to the one we described above (a different absence reason on each of two days). While in Advanced Mode, fill out the top section as if you were creating an absence just for the first day, as outlined here.

Then, once complete, click the button **+ Add New Variation**.

**Absence**

✓ Create Absence Cancel

January 16 at VC Elementary Schools

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

**Absence Reason** Illness > Family Illness

**Time** Full Day  
Please enter a valid time range using the HH:MM AM format.  
07:00 AM to 03:00 PM

**Substitute Required**  
Yes

Thursday, January 16, 2020  
7:00 AM - 3:00 PM  
Illness > Family Illness

+ Add New Variation

**Notes & Attachments**

✓ Create Absence Cancel

This will expand the absence creation area with a new section called "Variation #2".

In this new area, you can enter the information for the second day of the absence. This allows you to use one absence reason for the first day and a completely different absence reason for the second day.

**Pro Tip:** Remember, you can add as many Variations as needed to account for your unique situation.

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