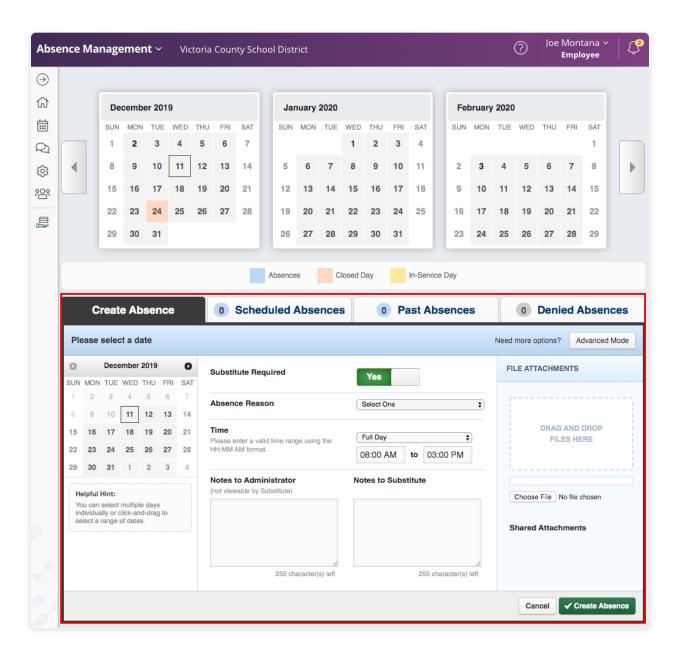
Creating a Basic Absence

These options may or may not be available, depending on the settings determined by your district. Please contact your System Administrator is 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.

Click a hyperlink below to jump to that topic:

- → Date Selection
- → Absence Details
- → Operational Details
- → Saving the Absence



Looking for more advanced absence options? Click the **Advanced Mode** button (top right corner of the "Create Absence" tab) and reference this **article** for additional details.

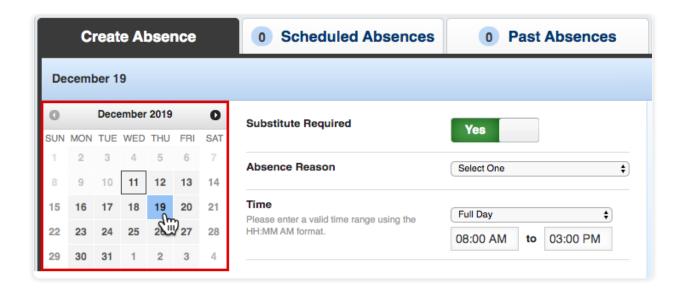
Date Selection

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

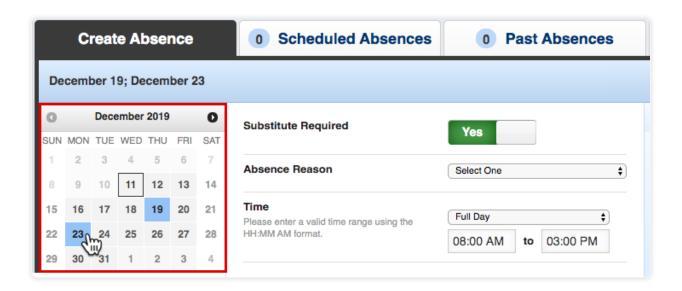


Pro Tip

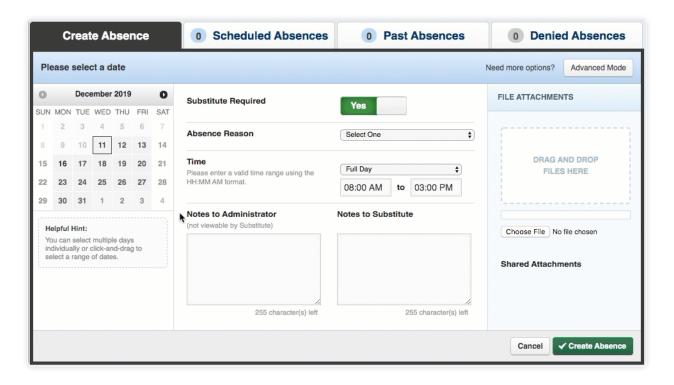
Absences can be created up to one year in advance when created on the web.



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



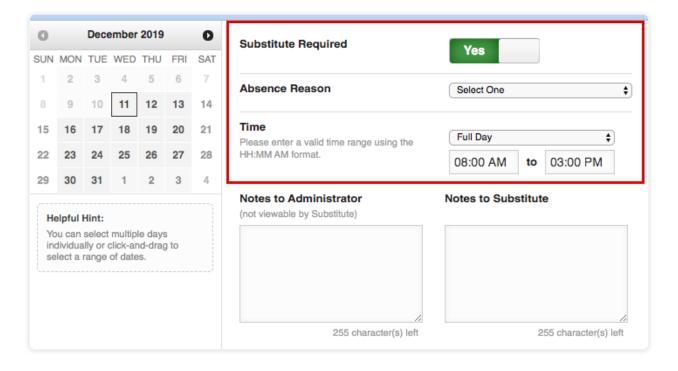
If you have a larger range of consecutive days, simply click and drag your cursor to select the dates.



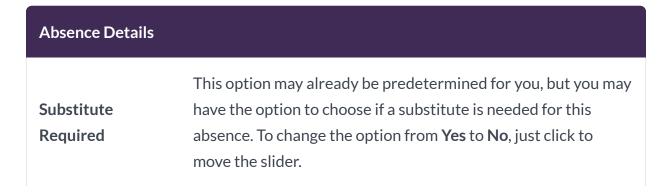
• Return to Top

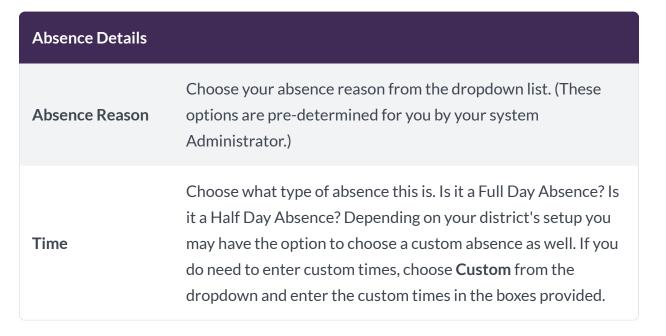
Absence Details

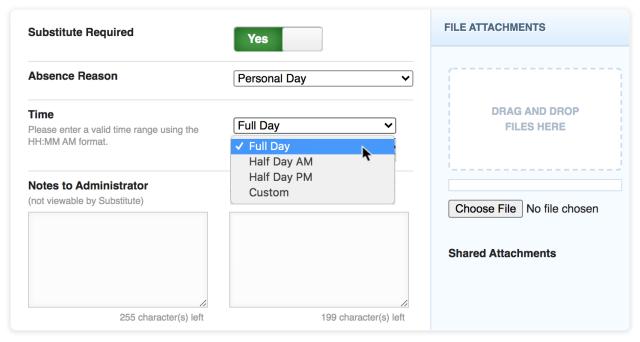
The absence details (i.e. absence reason, time, etc.) are located beside the date selection tool.



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







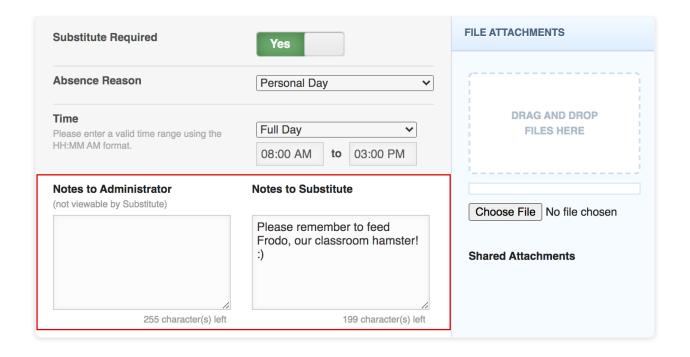
• Return to Top

Operational Details

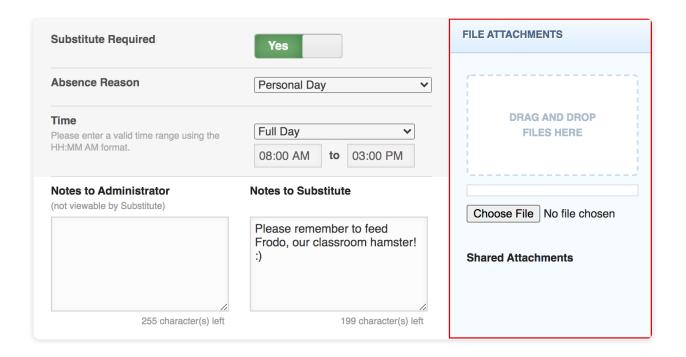
The system also provides a few optional entries (e.g. notes to Admin, notes to Sub. etc.) to further support those will review and fulfill your absence.



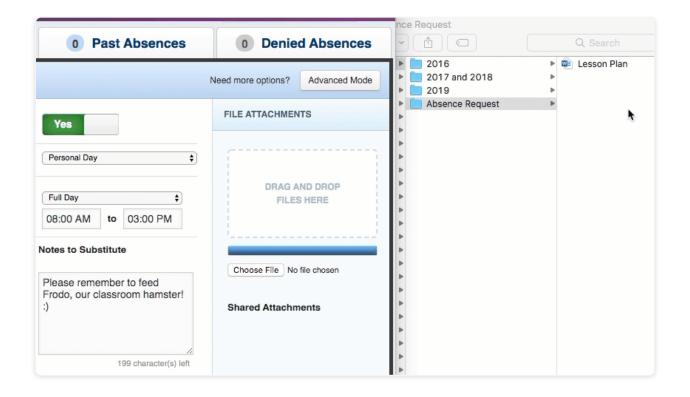
The notes you leave for the *administrator* will not be visible to the substitute, but the notes you leave for the *substitute* will be visible to the administrator.



Attach a File: Absence Management allows you to attach Word, Excel, and/or PDF files for your substitute to reference. (These documents might include lesson plans, seating charts, etc.)



To attach a file, click the **Choose File** button and browse your computer for the file you want to attach. If you are using a web browser (e.g. Chrome or Safari), you may also be able to drag the file right into the drop area, as seen in the example below.

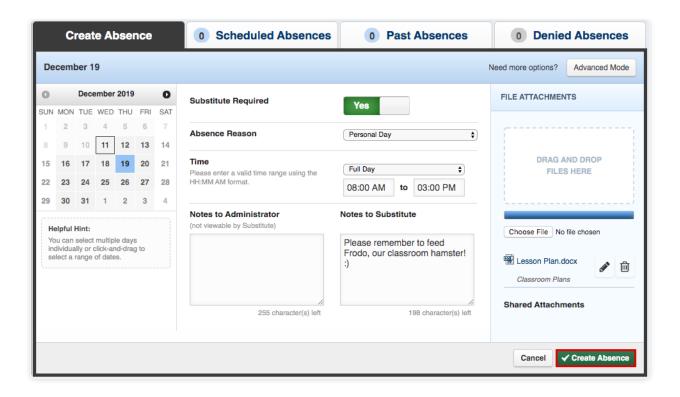


Once a file is added, it will appear in the File Attachments section. Select the **pencil** icon to describe the attachment or click the **trash can** icon to delete it, if needed.

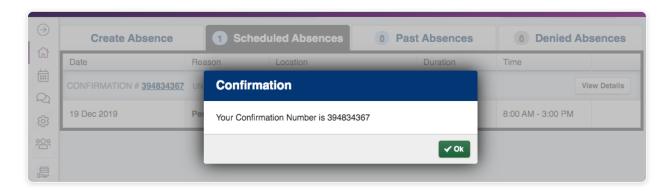
• Return to Top

Saving the Absence

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



Once the absence is saved, you will see a message with a confirmation number, and the absence will appear under the "Scheduled Absences" tab.



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