Attaching Files to an Absence/Vacancy

You can attach files (e.g. lesson plans, seating charts, etc.) to an absence, as needed, for the substitute to download. The process of attaching these files can occur either during the initial creation of the absence or when modifying the absence at a later time.

In either scenario, you can reference the "Notes & Attachments" section and attach the file in one of two ways.
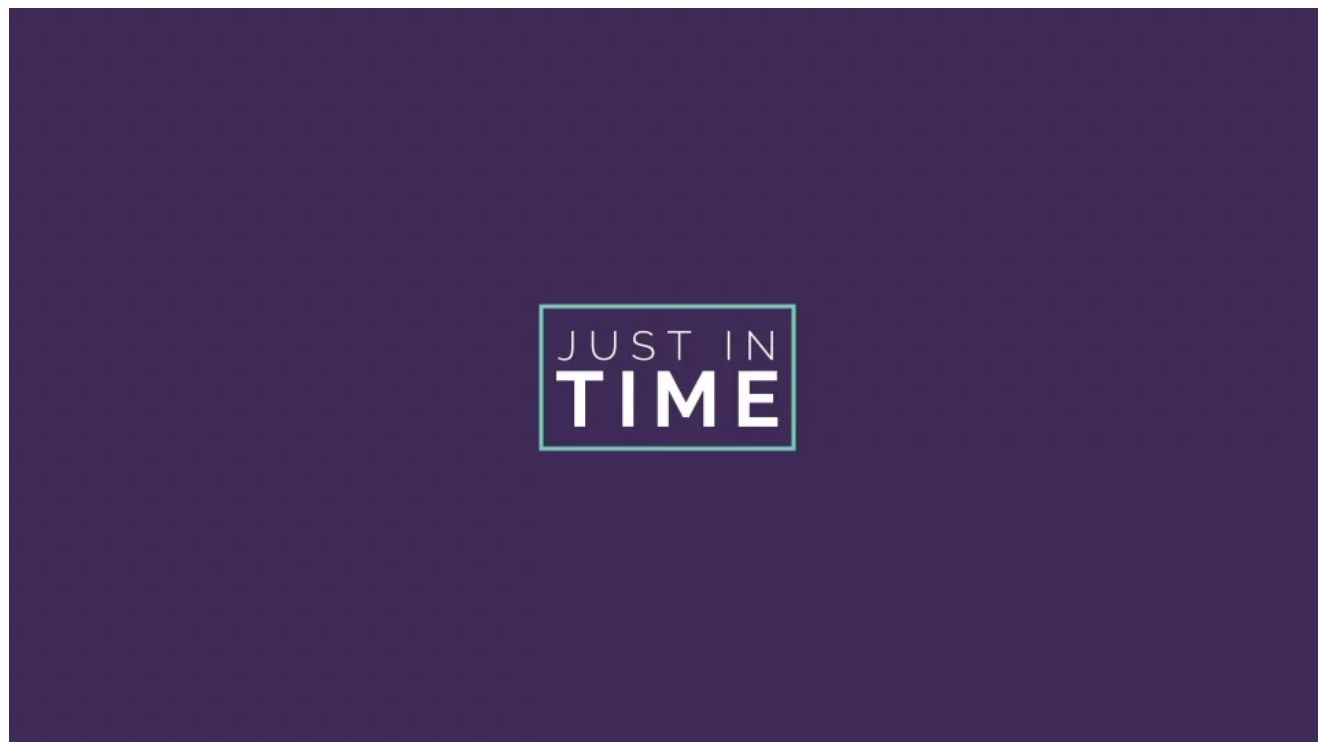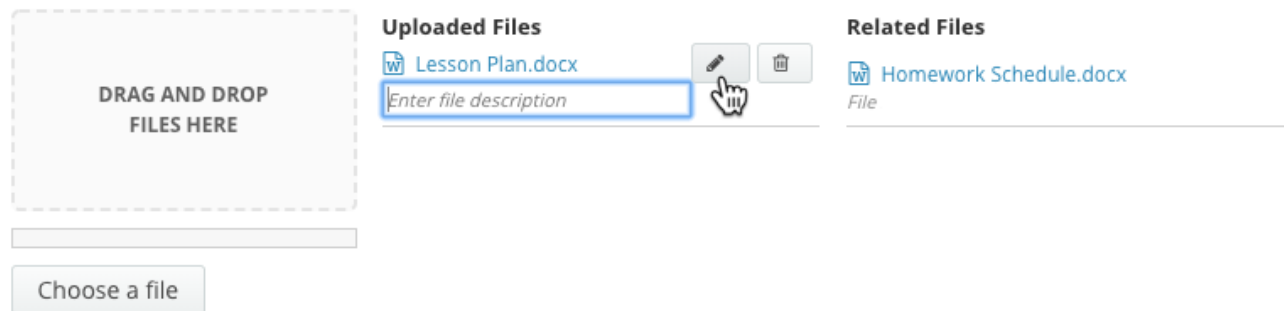

The first option is to drag the file from your computer into the designated area on the absence creation screen.
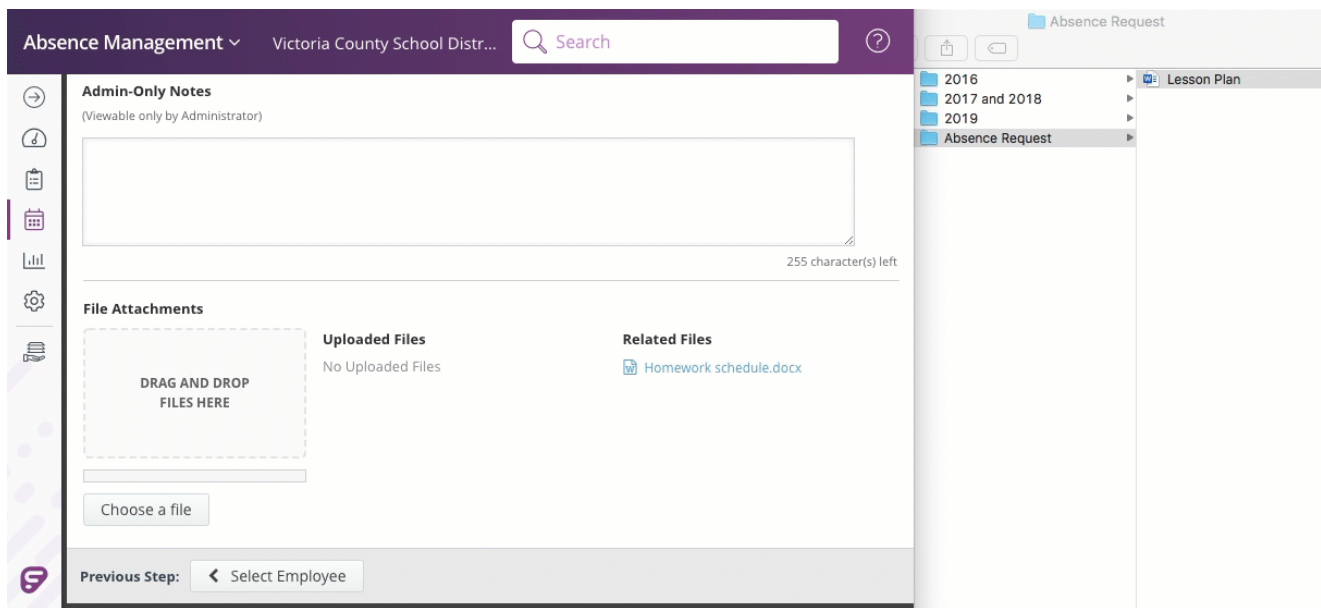
The other option is to click the **Choose File** button and browse your computer for the file to attach.

Keep in mind that once a file is uploaded, you can select the **pencil icon** to edit the description, or you can click the **delete icon** to delete the file, if needed.

When uploading a file to an absence or vacancy, we recommend you avoid using special characters in file names, as these can interfere with the system's ability to open the attachment.

Examples of special characters include but are not limited to the following:

Special Characters	Examples
Comma	,
Tilde	~
Number Sign	#

Special Characters	Examples
Percent	%
Ampersand	&
Asterisk	*
Braces	{ }
Backslash	\
Colon	:
Angle Brackets	< >
Question Mark	?
Slash	/
Pipe	|
Quotation Marks	" "

Files can also be set to automatically attach to all absences for the District, a School, or an individual Employee.