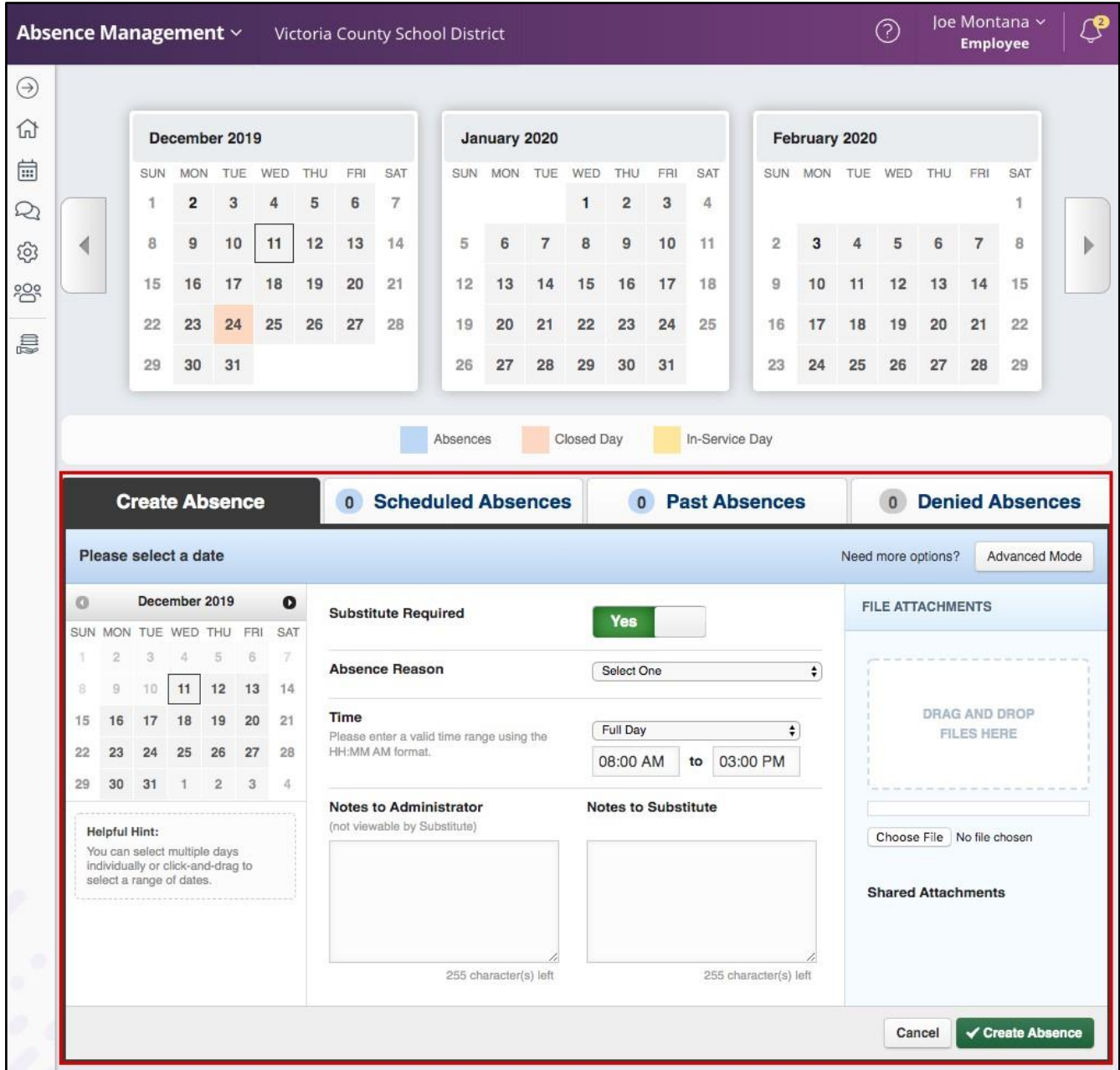


# Creating a Basic Absence

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.



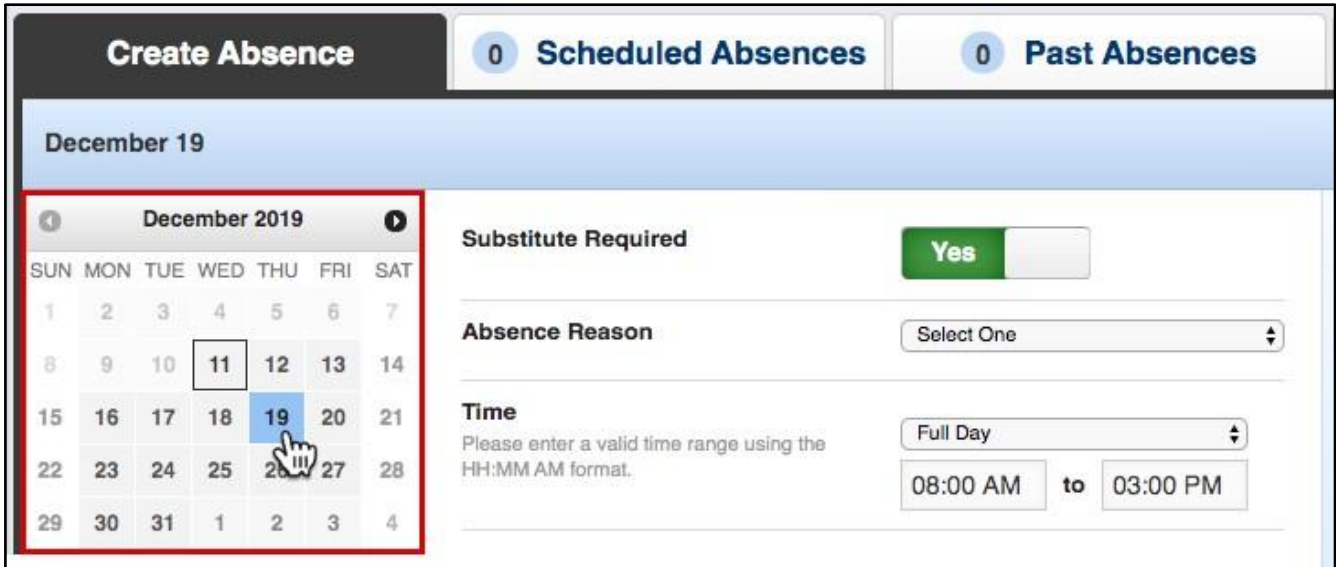
Looking for more advanced absence options? Click the **Advanced Mode** button (top right corner of the "Create Absence" tab) and reference this article for additional details.

## 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.



**Create Absence**    0 Scheduled Absences    0 Past Absences

December 19

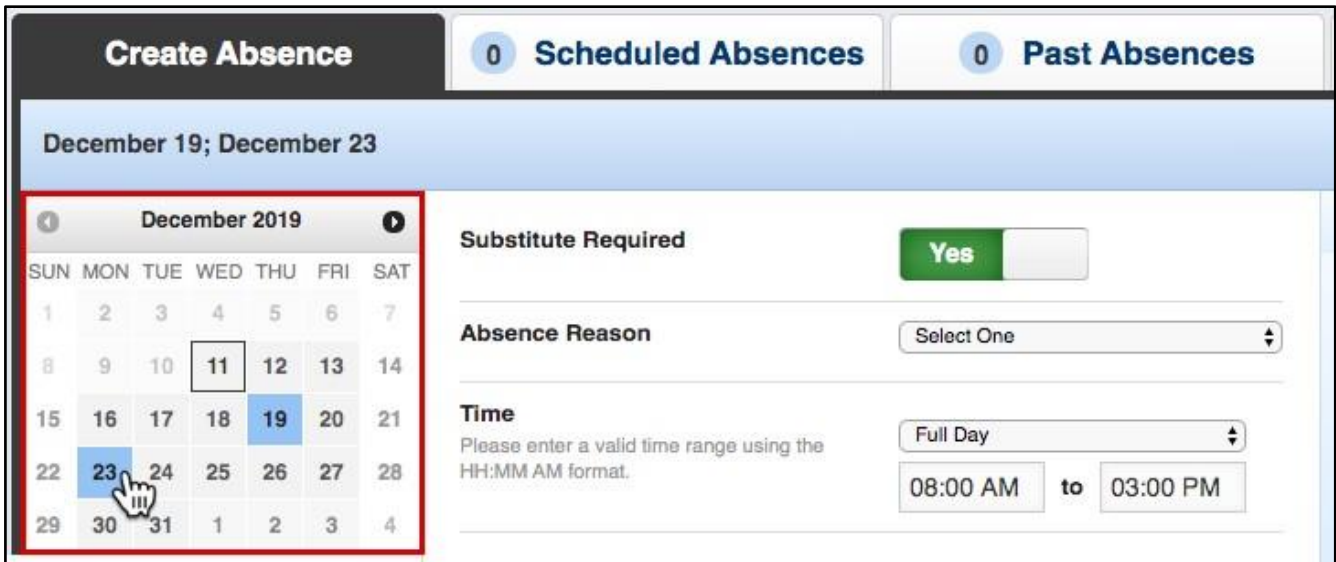
December 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

**Substitute Required**  Yes

**Absence Reason**

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

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



**Create Absence**    0 Scheduled Absences    0 Past Absences

December 19; December 23

December 2019						
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	1	2	3	4

**Substitute Required**  Yes

**Absence Reason**

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

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

Create Absence

0 Scheduled Absences

0 Past Absences

0 Denied Absences

Please select a date

Need more options? Advanced Mode

December 2019

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	1	2	3	4

**Helpful Hint:**  
You can select multiple days individually or click-and-drag to select a range of dates.

**Substitute Required**  Yes

**Absence Reason** Select One ▾

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

Full Day ▾
08:00 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

## Absence Details

The absence details are located to the right of the date selection tool.

**Substitute Required**  Yes

**Absence Reason** Select One ▾

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

Full Day ▾
08:00 AM to 03:00 PM

**Notes to Administrator**  
(not viewable by Substitute)

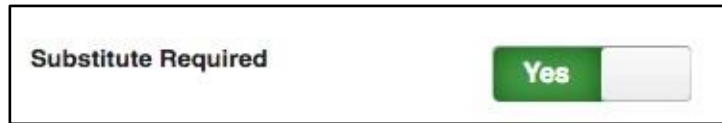
255 character(s) left

**Notes to Substitute**

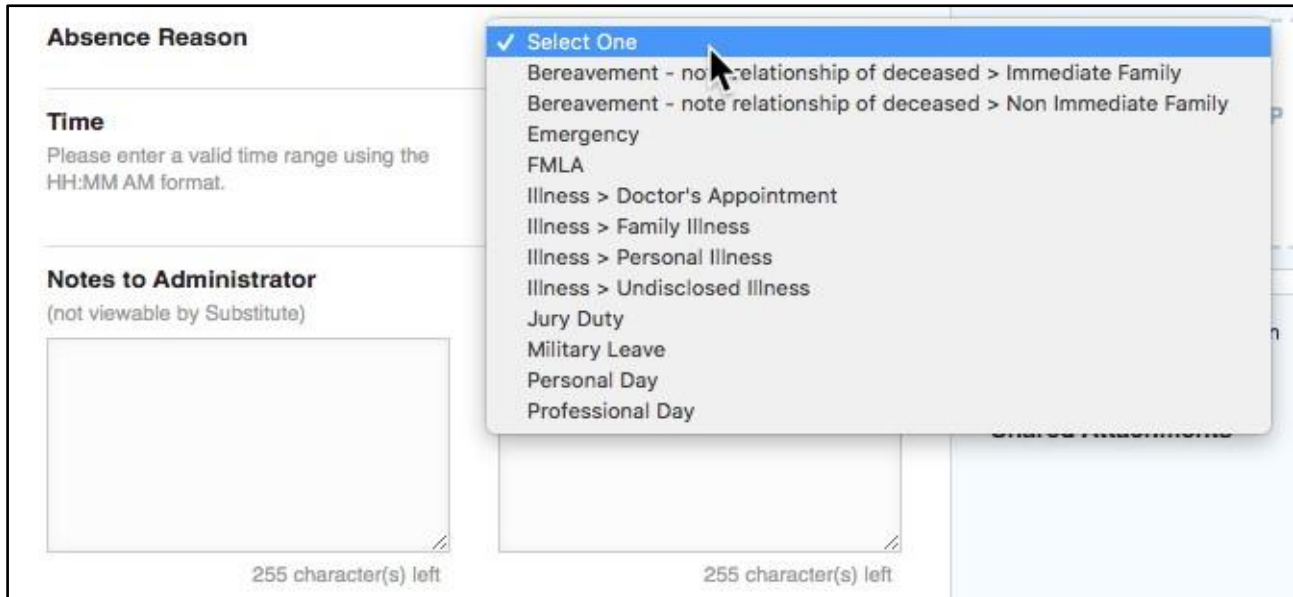
255 character(s) left

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

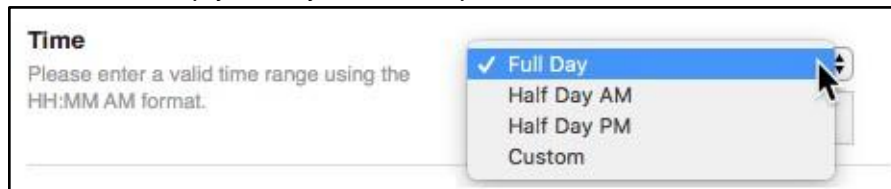
**Substitute Required:** This option may already be predetermined for you, but you may have the option to choose if a substitute is needed for this absence. To change the option from **Yes** to **No**, just click to move the slider.

A toggle switch labeled "Substitute Required" with a green "Yes" button and a white "No" button. The "Yes" button is currently selected.

**Absence Reason:** Choose your absence reason from the dropdown list.

A screenshot of the "Absence Reason" form. It includes a "Time" field with instructions to use HH:MM AM format, and a "Notes to Administrator" field (not viewable by Substitute) with a 255 character limit. A dropdown menu is open, showing options: "Select One", "Bereavement - no relationship of deceased > Immediate Family", "Bereavement - note relationship of deceased > Non Immediate Family", "Emergency", "FMLA", "Illness > Doctor's Appointment", "Illness > Family Illness", "Illness > Personal Illness", "Illness > Undisclosed Illness", "Jury Duty", "Military Leave", "Personal Day", and "Professional Day".

**Time:** Choose what type of absence this is. Is it a Full Day Absence? Is it a Half Day Absence? Depending on your district's setup you may have the option to choose a custom absence as well.

A screenshot of the "Time" field with instructions to use HH:MM AM format. A dropdown menu is open, showing options: "Full Day", "Half Day AM", "Half Day PM", and "Custom".

## Saving the Absence

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

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

December 19 | Need more options? | Advanced Mode

**December 2019**

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	1	2	3	4

**Substitute Required**  Yes

**Absence Reason** Personal Day

**Time** Full Day  
Please enter a valid time range using the HH:MM AM format.  
08:00 AM to 03:00 PM

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

**Notes to Substitute**  
Please remember to feed Frodo, our classroom hamster! :)  
198 character(s) left

**FILE ATTACHMENTS**

DRAG AND DROP FILES HERE

Choose File | No file chosen

Lesson Plan.docx  
Classroom Plans

**Shared Attachments**

Cancel | **Create Absence**

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

**Create Absence** | 1 Scheduled Absences | 0 Past Absences | 0 Denied Absences

Date	Reason	Location	Duration	Time
CONFIRMATION # <a href="#">394834367</a>	UN			
19 Dec 2019	Pe			8:00 AM - 3:00 PM

**Confirmation**

Your Confirmation Number is 394834367

View Details

Ok

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!