

Creating a Basic Absence

absence-help.frontlineeducation.com/hc/en-us/articles/115003384728-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 if 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.

The screenshot displays the 'Absence Management' interface for Victoria County School District, user Joe Montana. It features three calendar views for December 2019, January 2020, and February 2020. A legend below the calendars identifies 'Absences' (blue), 'Closed Day' (orange), and 'In-Service Day' (yellow). The 'Create Absence' form is highlighted with a red border and includes the following sections:

- Navigation:** 'Create Absence' (active), '0 Scheduled Absences', '0 Past Absences', '0 Denied Absences'. A 'Need more options? Advanced Mode' button is in the top right.
- Date Selection:** A calendar for December 2019 with the 11th selected.
- Substitute Required:** A toggle switch set to 'Yes'.
- Absence Reason:** A dropdown menu currently showing 'Select One'.
- Time:** A dropdown menu set to 'Full Day' and a time range input showing '08:00 AM to 03:00 PM'. A note below reads: 'Please enter a valid time range using the HH:MM AM format.'
- Notes:** Two text areas for 'Notes to Administrator (not viewable by Substitute)' and 'Notes to Substitute', each with a '255 character(s) left' indicator.
- Attachments:** A 'FILE ATTACHMENTS' section with a dashed box for 'DRAG AND DROP FILES HERE', a 'Choose File' button, and 'No file chosen' text. Below it is a 'Shared Attachments' section.
- Buttons:** 'Cancel' and 'Create Absence' (with a green checkmark) at the bottom right.
- Helpful Hint:** A dashed box on the left states: 'You can select multiple days individually or click-and-drag to select a range of dates.'

Looking for more advanced absence options? Click the **Advanced Mode** button (top right)

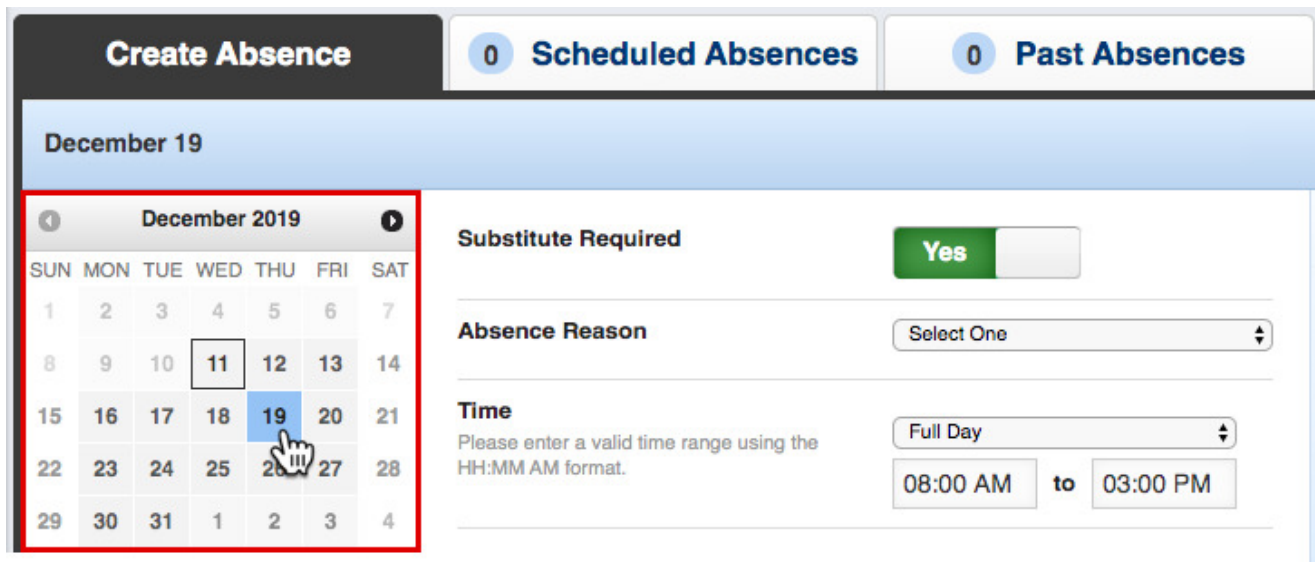
corner of the "Create Absence" tab) and reference this article for additional details.

Date Selection

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

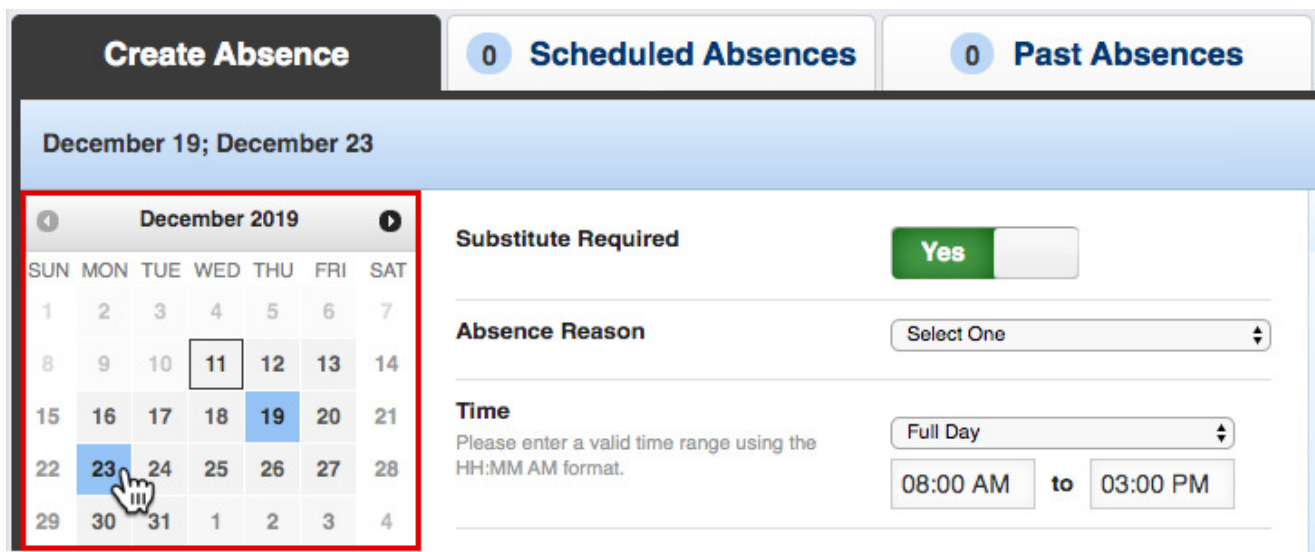
Pro Tip

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



The screenshot shows the 'Create Absence' interface. At the top, there are two tabs: 'Scheduled Absences' (0) and 'Past Absences' (0). Below the tabs, the current date is 'December 19'. A calendar for December 2019 is displayed on the left, with the date 19 highlighted in blue. To the right of the calendar, there are three sections: 'Substitute Required' with a 'Yes' toggle, 'Absence Reason' with a dropdown menu set to 'Select One', and 'Time' with a dropdown menu set to 'Full Day' and two input fields for '08:00 AM' and '03:00 PM'.

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



The screenshot shows the 'Create Absence' interface. At the top, there are two tabs: 'Scheduled Absences' (0) and 'Past Absences' (0). Below the tabs, the current date is 'December 19; December 23'. A calendar for December 2019 is displayed on the left, with the dates 19 and 23 highlighted in blue. To the right of the calendar, there are three sections: 'Substitute Required' with a 'Yes' toggle, 'Absence Reason' with a dropdown menu set to 'Select One', and 'Time' with a dropdown menu set to 'Full Day' and two input fields for '08:00 AM' and '03:00 PM'.

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

dates.

The screenshot shows the 'Create Absence' interface. At the top, there are three tabs: 'Scheduled Absences' (0), 'Past Absences' (0), and 'Denied Absences' (0). Below the tabs is a header with 'Please select a date' and a 'Need more options? Advanced Mode' link. On the left is a calendar for December 2019 with the 11th selected. The main form area contains:

- Substitute Required:** A toggle switch set to 'Yes'.
- Absence Reason:** A dropdown menu with 'Select One'.
- Time:** A dropdown menu set to 'Full Day' and a time range input showing '08:00 AM to 03:00 PM'.
- Notes to Administrator:** A text area with a '255 character(s) left' indicator.
- Notes to Substitute:** A text area with a '255 character(s) left' indicator.
- FILE ATTACHMENTS:** A section with a dashed box for 'DRAG AND DROP FILES HERE', a 'Choose File' button, and 'No file chosen' text.
- Shared Attachments:** A section for shared files.

 At the bottom right are 'Cancel' and 'Create Absence' buttons.

Absence Details

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

This is a close-up view of the 'Create Absence' form, focusing on the details section. A red box highlights the following fields:

- Substitute Required:** A toggle switch set to 'Yes'.
- Absence Reason:** A dropdown menu with 'Select One'.
- Time:** A dropdown menu set to 'Full Day' and a time range input showing '08:00 AM to 03:00 PM'.

 Below these are the 'Notes to Administrator' and 'Notes to Substitute' text areas, each with a '255 character(s) left' indicator. The calendar on the left shows the 11th of December 2019 selected.

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

Absence Details

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.

Absence Reason Choose your absence reason from the dropdown list. (These options are pre-determined for you by your system Administrator.)

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. If you do need to enter custom times, choose **Custom** from the dropdown and enter the custom times in the boxes provided.

Substitute Required

Yes

Absence Reason

Personal Day

Time

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

Full Day

- Full Day
- Half Day AM
- Half Day PM
- Custom

Notes to Administrator

(not viewable by Substitute)

255 character(s) left

199 character(s) left

FILE ATTACHMENTS

DRAG AND DROP FILES HERE

No file chosen

Shared Attachments

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.

Substitute Required

Yes

FILE ATTACHMENTS

Absence Reason Personal Day

Time Full Day
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! :)
199 character(s) left

FILE ATTACHMENTS
DRAG AND DROP FILES HERE
Choose File No file chosen
Shared Attachments

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.)

Substitute Required Yes

Absence Reason Personal Day

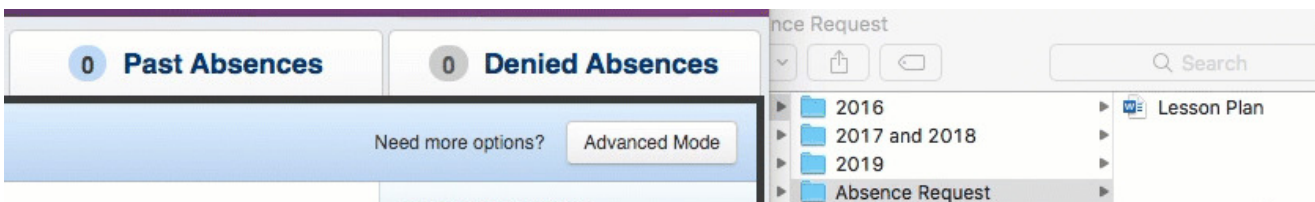
Time Full Day
08:00 AM to 03:00 PM

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

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

FILE ATTACHMENTS
DRAG AND DROP FILES HERE
Choose File No file chosen
Shared Attachments

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.

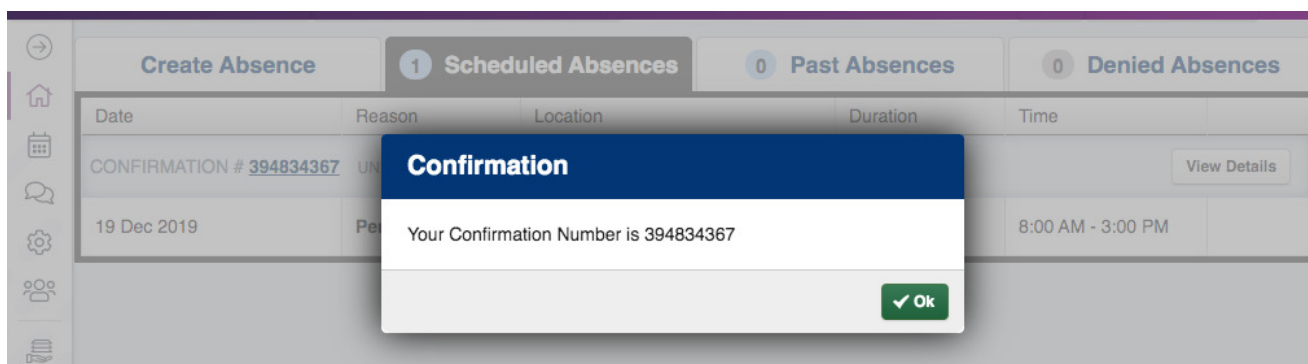


Once a file is added, it will appear in the File Attachments section. Select the **pencil** icon to describe the attachment or click the **trash can** icon to delete it, if needed.

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!

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