

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. At the top, there are navigation tabs for 'Absence Management', 'Scheduled Absences', 'Past Absences', and 'Denied Absences'. The 'Create Absence' tab is active. Below the navigation, there are three calendar views for December 2019, January 2020, and February 2020. A legend indicates that blue squares represent 'Absences', orange squares represent 'Closed Day', and yellow squares represent 'In-Service Day'. The 'Create Absence' form includes a date selection calendar (December 2019), a 'Substitute Required' toggle set to 'Yes', an 'Absence Reason' dropdown menu, a 'Time' dropdown set to 'Full Day' with a time range of 08:00 AM to 03:00 PM, and two text areas for 'Notes to Administrator' and 'Notes to Substitute', each with a 255 character limit. A 'Helpful Hint' box provides instructions on selecting multiple days. On the right, there is a 'FILE ATTACHMENTS' section with a 'DRAG AND DROP FILES HERE' area and a 'Choose File' button. At the bottom right, there are 'Cancel' and 'Create Absence' buttons.

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 three tabs: 'Create Absence' (active), '0 Scheduled Absences', and '0 Past Absences'. Below the tabs, the current date 'December 19' is displayed. A calendar for December 2019 is shown on the left, with the 19th highlighted in blue. To the right of the calendar, there are three sections: 'Substitute Required' with a 'Yes' toggle, 'Absence Reason' with a 'Select One' dropdown, and 'Time' with a 'Full Day' dropdown and a time range of '08:00 AM to 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 three tabs: 'Create Absence' (active), '0 Scheduled Absences', and '0 Past Absences'. Below the tabs, the current date 'December 19; December 23' is displayed. A calendar for December 2019 is shown on the left, with the 19th and 23rd highlighted in blue. To the right of the calendar, there are three sections: 'Substitute Required' with a 'Yes' toggle, 'Absence Reason' with a 'Select One' dropdown, and 'Time' with a 'Full Day' dropdown and a time range of '08:00 AM to 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' button. On the left is a calendar for December 2019 with date 11 selected. The main form area contains 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', with input fields for '08:00 AM' and '03:00 PM'. Below it is the instruction: 'Please enter a valid time range using the HH:MM AM format.'
- Notes to Administrator:** A text area with a mouse cursor, labeled '(not viewable by Substitute)' and '255 character(s) left'.
- Notes to Substitute:** A text area, labeled '255 character(s) left'.

On the right side, there is a 'FILE ATTACHMENTS' section with a dashed box for 'DRAG AND DROP FILES HERE', a 'Choose File' button, and 'No file chosen' text. Below that is a 'Shared Attachments' section. At the bottom right are 'Cancel' and 'Create Absence' buttons.

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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 absence details form. 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', with input fields for '08:00 AM' and '03:00 PM'. Below it is the instruction: 'Please enter a valid time range using the HH:MM AM format.'

Below the highlighted area, there are two text areas:

- Notes to Administrator:** Labeled '(not viewable by Substitute)' and '255 character(s) left'.
- Notes to Substitute:** Labeled '255 character(s) left'.

On the left side of the form, there is a calendar for December 2019 with date 11 selected, and a 'Helpful Hint' box that reads: 'You can select multiple days individually or click-and-drag to select a range of dates.'

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

Time

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

- ✓ 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

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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 <input checked="" type="checkbox"/> Yes		FILE ATTACHMENTS	
Absence Reason Personal Day		<div style="border: 1px dashed gray; padding: 10px; text-align: center;"> DRAG AND DROP FILES HERE </div>	
Time Please enter a valid time range using the HH:MM AM format.		<input type="text"/>	
Full Day		<input type="button" value="Choose File"/> No file chosen	
08:00 AM to 03:00 PM		Shared Attachments	
Notes to Administrator (not viewable by Substitute)		Notes to Substitute	
<div style="border: 1px solid gray; height: 80px;"></div>		Please remember to feed Frodo, our classroom hamster! :)	
255 character(s) left		199 character(s) left	

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 <input checked="" type="checkbox"/> Yes		FILE ATTACHMENTS	
Absence Reason Personal Day		<div style="border: 1px dashed gray; padding: 10px; text-align: center;"> DRAG AND DROP FILES HERE </div>	
Time Please enter a valid time range using the HH:MM AM format.		<input type="text"/>	
Full Day		<input type="button" value="Choose File"/> No file chosen	
08:00 AM to 03:00 PM		Shared Attachments	
Notes to Administrator (not viewable by Substitute)		Notes to Substitute	
<div style="border: 1px solid gray; height: 80px;"></div>		Please remember to feed Frodo, our classroom hamster! :)	
255 character(s) left		199 character(s) left	

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.

The screenshot shows a web interface for submitting an absence request. At the top, there are two tabs: "Past Absences" (with a count of 0) and "Denied Absences" (with a count of 0). Below the tabs is a blue header bar with the text "Need more options?" and a button labeled "Advanced Mode".

The main form area is divided into two columns. The left column contains several input fields: a "Yes" toggle switch, a dropdown menu set to "Personal Day", another dropdown menu set to "Full Day", and a time range selector showing "08:00 AM" to "03:00 PM". Below these is a "Notes to Substitute" section with a text area containing the text "Please remember to feed Frodo, our classroom hamster! :)" and a character count of "199 character(s) left".

The right column is titled "FILE ATTACHMENTS". It features a large dashed blue box with the text "DRAG AND DROP FILES HERE". Below this box is a "Choose File" button and the text "No file chosen". At the bottom of this section is a "Shared Attachments" heading.

On the far right, a sidebar titled "Absence Request" shows a file explorer view. It contains a search bar and a list of folders: "2016", "2017 and 2018", "2019", and "Absence Request". The "Absence Request" folder is selected, and it contains a file named "Lesson Plan".

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.

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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
19 Dec 2019	Pe		8:00 AM - 3:00 PM	

Confirmation

Your Confirmation Number is 394834367

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!

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