

# Creating a Basic Absence

[absence-help.frontlineeducation.com/hc/en-us/articles/115003384728-Creating-a-Basic-Absence](https://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.

**Absence Management** Victoria County School District Joe Montana Employee

December 2019 January 2020 February 2020

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

Please select a date Need more options? Advanced Mode

**Substitute Required** Yes

**Absence Reason** Select One

**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** 255 character(s) left

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

**Shared Attachments**

Cancel Create Absence

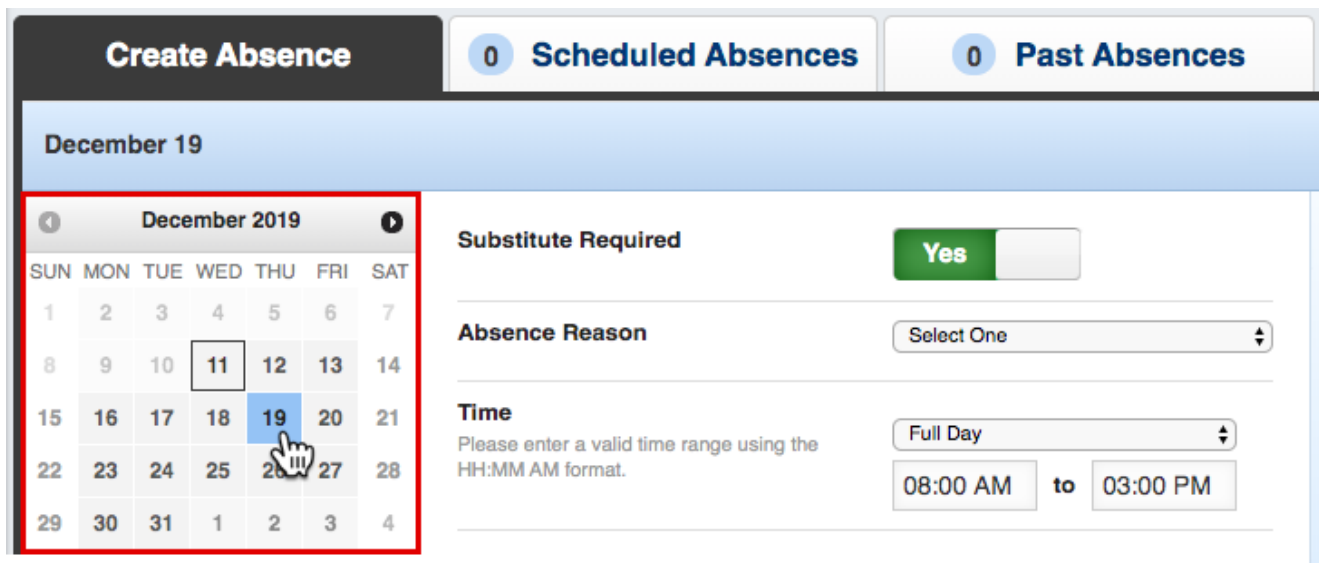
Looking for more advanced absence options? Click the **Advanced Mode** button (top right corner of the "Create Absence" tab) and reference this article for additional details.

## 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.



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

December 19

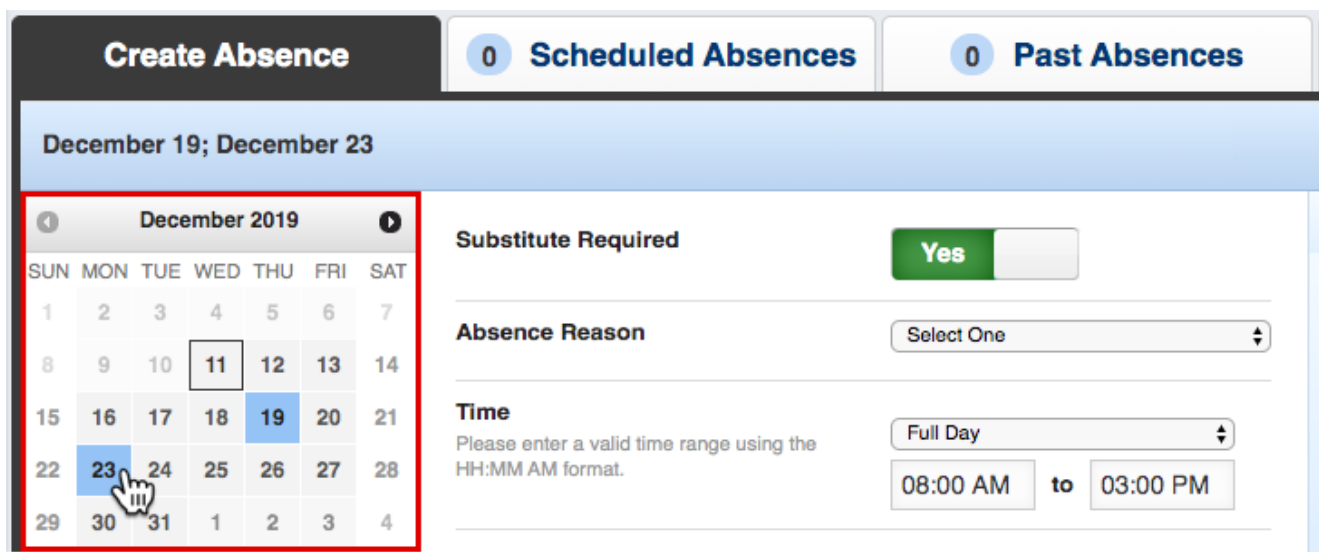
December 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

**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.

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 the 11th highlighted. 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'.
- 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, there 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 close-up view highlights the 'Absence Details' section of the form. It includes 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'.
- 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.

The 'Helpful Hint' section is also visible, stating: '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.

<b>Substitute Required</b> <input checked="" type="checkbox"/> Yes		<b>FILE ATTACHMENTS</b> <div style="border: 1px dashed gray; padding: 10px; text-align: center; margin: 10px 0;">         DRAG AND DROP FILES HERE       </div> <input type="text"/> <input type="button" value="Choose File"/> No file chosen  <b>Shared Attachments</b>
<b>Absence Reason</b> <input type="text" value="Personal Day"/>		
<b>Time</b> Please enter a valid time range using the HH:MM AM format.		
<b>Notes to Administrator</b> (not viewable by Substitute)		
<input type="text"/>		
255 character(s) left		
<b>Notes to Substitute</b>		
<input type="text" value="Please remember to feed Frodo, our classroom hamster! :)"/>		
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.)

<b>Substitute Required</b> <input checked="" type="checkbox"/> Yes		<b>FILE ATTACHMENTS</b> <div style="border: 1px dashed gray; padding: 10px; text-align: center; margin: 10px 0;">         DRAG AND DROP FILES HERE       </div> <input type="text"/> <input type="button" value="Choose File"/> No file chosen  <b>Shared Attachments</b>
<b>Absence Reason</b> <input type="text" value="Personal Day"/>		
<b>Time</b> Please enter a valid time range using the HH:MM AM format.		
<b>Notes to Administrator</b> (not viewable by Substitute)		
<input type="text"/>		
255 character(s) left		
<b>Notes to Substitute</b>		
<input type="text" value="Please remember to feed Frodo, our classroom hamster! :)"/>		
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.

0 Past Absences 0 Denied Absences

Need more options? Advanced Mode

Yes

Personal Day

Full Day

08:00 AM to 03:00 PM

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

Absence Request

2016

2017 and 2018

2019

Absence Request

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**  
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)

**Notes to Substitute**  
Please remember to feed Frodo, our classroom hamster! :)

**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	Personal Day		8:00 AM - 3:00 PM	

**Confirmation**

CONFIRMATION # 394834367

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!

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