


# Creating a Basic Absence

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 [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.

The screenshot displays the 'Absence Management' interface for Victoria County School District. At the top, the user is identified as Joe Montana, an Employee. The main area features three calendar views for December 2019, January 2020, and February 2020. A legend below the calendars indicates that blue squares represent Absences, orange squares represent Closed Days, and yellow squares represent In-Service Days. The 'Create Absence' form is highlighted with a red border and includes the following elements:

- Navigation:** 'Create Absence' tab, '0 Scheduled Absences', '0 Past Absences', and '0 Denied Absences'.
- Date Selection:** A calendar for December 2019 with the 11th selected. A 'Please select a date' prompt and an 'Advanced Mode' button are also present.
- Form Fields:**
  - Substitute Required:** A toggle switch set to 'Yes'.
  - Absence Reason:** A dropdown menu set to 'Select One'.
  - Time:** A dropdown menu set to 'Full Day' and a time range input field 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.
- Attachments:** A 'FILE ATTACHMENTS' section with a 'DRAG AND DROP FILES HERE' area, a 'Choose File' button, and 'No file chosen' text.
- Shared Attachments:** A section for shared attachments.
- Buttons:** 'Cancel' and 'Create Absence' buttons at the bottom right.

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**

**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**

**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.

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## Absence Details

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

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.

The screenshot shows a form for creating a basic absence. It includes the following sections:

- Substitute Required:** A toggle switch set to "Yes".
- Absence Reason:** A dropdown menu with "Personal Day" selected.
- Time:** A dropdown menu with "Full Day" selected, and two input fields for "08:00 AM" and "03:00 PM" with a "to" separator. A note below says "Please enter a valid time range using the HH:MM AM format."
- Notes to Administrator:** A text area with a character count of "255 character(s) left".
- Notes to Substitute:** A text area containing the text "Please remember to feed Frodo, our classroom hamster! :)" and a character count of "199 character(s) left".
- FILE ATTACHMENTS:** A section with a dashed box labeled "DRAG AND DROP FILES HERE", a "Choose File" button, and the text "No file chosen". Below this is a "Shared Attachments" section.

**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.)

This screenshot is identical to the one above, but with a red border highlighting the "FILE ATTACHMENTS" section on the right side of the form.

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 displays the 'Past Absences' form. At the top, there are two tabs: 'Past Absences' (0) and 'Denied Absences' (0). Below the tabs is a blue bar with the text 'Need more options?' and an 'Advanced Mode' button. The form is divided into several sections:

- Buttons:** A green 'Yes' button.
- Day Type:** A dropdown menu currently set to 'Personal Day'.
- Full Day:** A dropdown menu currently set to 'Full Day'.
- Time Range:** Two input fields showing '08:00 AM' and '03:00 PM' with a 'to' separator.
- Notes to Substitute:** A text area containing the note: 'Please remember to feed Frodo, our classroom hamster! :)'. Below the text area, it indicates '199 character(s) left'.
- FILE ATTACHMENTS:** A section with a dashed box containing the text 'DRAG AND DROP FILES HERE'. Below this is a 'Choose File' button and the text 'No file chosen'.
- Shared Attachments:** A section for shared files.

On the right side of the interface, there is a file explorer showing a tree view of folders: '2016', '2017 and 2018', '2019', and 'Absence Request'. A file named 'Lesson Plan' is visible under the 'Absence Request' folder.

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   |
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| 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!

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