







If you do need to enter custom times, choose **Custom** from the drop-down and then enter the custom times in the boxes provided.

## Operational Details

There are a couple of optional things you can do as well before saving the absence.

**Notes:** You have the ability to leave notes for your administrator and for the substitute who will be filling in for you. The notes you leave for the administrator will not be visible to the substitute. The notes you leave for the substitute will be visible to the administrator.

<p><b>Notes to Administrator</b> (not viewable by Substitute)</p> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> <p style="text-align: center;">255 character(s) left</p>	<p><b>Notes to Substitute</b></p> <div style="border: 1px solid #00aaff; padding: 5px;"> <p>Don't forget to feed Ringo, our classroom hamster! :)</p> </div> <p style="text-align: center;">202 character(s) left</p>
--	---

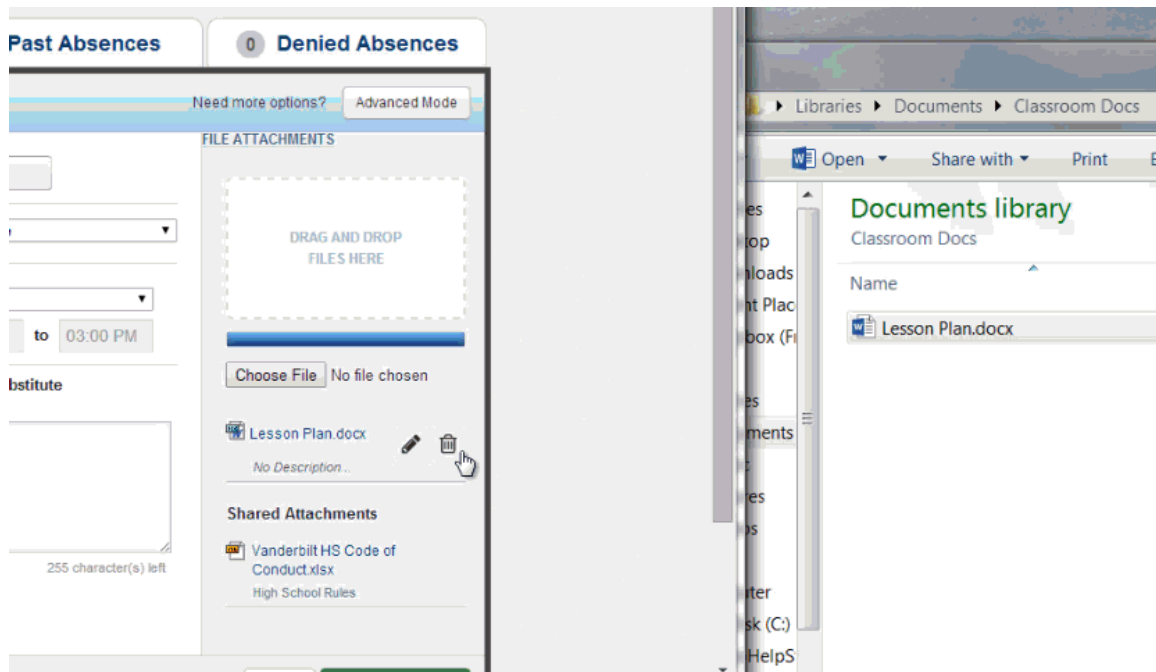
**Attach a File:** Absence management gives you the ability to attach files to your absence for your substitute to see, such as lesson plans or seating charts. You can attach Word, Excel, and PDF files.

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 like Chrome or Safari, you may also be able to drag the file right into the drop area you see in the example below.

DRAG AND DROP  
FILES HERE

Choose File
No file chosen

1 i 1 T 1 I 1 T 1 1 e 1 A 1 1 n 1 1 E 1 A 1 T 1 I 1 E 1 A 1 1 A 1 e 1 c 1 Y 1 1 I 1 h 1 I 1 1 w 1 E 1 I 1 A 1  
1 w 1 E 1 I 1 A 1 W 1 e 1 W 1 E 1 W 1 T 1 A 1 1 n 1 c 1 s 1 1 t 1 T 1 D 1 1 c 1



Once you have added a file, you will see the name of the file in the File Attachments area. To delete, the file use the **trash can icon**.

## Saving the Absence

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

**Create Absence** | 5 Scheduled Absences | 4 Past Absences | 0 Denied Absences

Fri, Apr 18

Need more options? [Advanced Mode](#)

**FILE ATTACHMENTS**

DRAG AND DROP FILES HERE

Choose File | No file chosen

Lesson Plan.docx  
No Description...

**Shared Attachments**

Vanderbilt HS Code of Conduct.xlsx  
High School Rules

Substitute Required:  Yes

Absence Reason: Personal Day

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

Notes to Administrator (not viewable by Substitute):

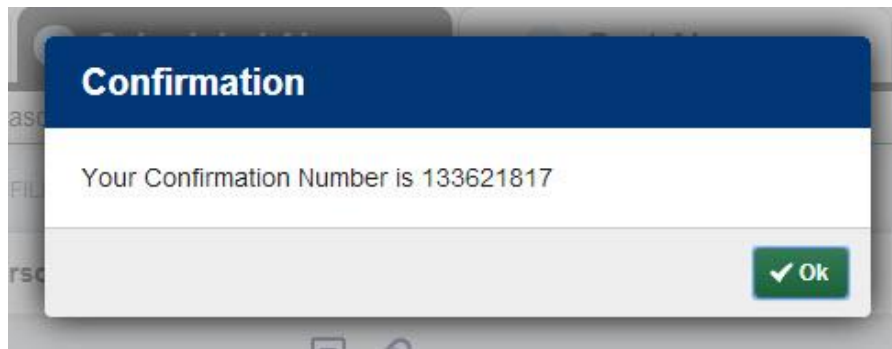
Notes to Substitute: Please feed Ringo, our classroom hamper! :)

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

255 character(s) left | 211 character(s) left

Cancel

Once the absence is saved, you will see a message at the top of your screen which will include the confirmation number. The absence will also show up under the "Scheduled Absences" tab.



Congratulations! You're done entering your absence into absence management. Now, go get some coffee.

© Copyright 2017 Frontline Education