

# 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)

There are many things you can do and see on your absence management website. But as an employee, one of the most important things is the ability to create an absence. We have made it easy for you to do this right on the home page.

Absence creation may look different for you depending on your District's settings.

In most cases, you can create an absence right from the home page under the "Create Absence" tab.

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

Please select a date | Need more options? [Advanced Mode](#)

**April 2014**

SUN	MON	TUE	WED	THU	FRI	SAT
30	31	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	1	2	3

**Substitute Required**  Yes

**Absence Reason**

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

**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

No file chosen

**Shared Attachments**

- Vanderbilt HS Code of Conduct.xlsx  
High School Rules

For more advanced absence scenarios, you'll want to click the **Advanced Mode** button. Click [here](#) to learn more about Advanced Mode Absences.

## Select the Date (or Dates)

When selecting your absence date, simply click on the single day and it will be highlighted in blue.

**Note:** Absences can be create up to one year in advance when created on the web.

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

If you've got a larger number of consecutive days you'd like to select, simply click and drag your cursor to select the days.

## Entering Absence Details

Once you've chosen the date(s) of the absence, it's time to enter the rest of the absence details.

### Create Absence

5 Schedule

Thu, Apr 17

April 2014

SUN	MON	TUE	WED	THU	FRI	SAT
30	31	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	1	2	3

Substitute R

Absence Re

Time

Please enter a v  
HH:MM AM form

April 2014

SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1	2	3	4	5
6	7	8	9	10	11	12
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April 2014

SUN	MON	TUE	WED	THU	FRI	SAT
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20	21	22	23	24	25	26
27	28	29	30	1	2	3

**Substitute Required**

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**Absence Reason**

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

to

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**Notes to Administrator**  
(not viewable by Substitute)

255 character(s) left

**Notes to Substitute**

255 character(s) left

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

**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 drop-down list.

**Substitute Required**

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**Absence Reason**

---

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

**Full Day**

to

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**Notes to Administrator**  
(not viewable by Substitute)

✓ **Select One**

Bereavement

Comp Time

FMLA > Child

FMLA > Self

FMLA > Spouse

Illness

Jury Duty

Personal

Professional Dev

School Business

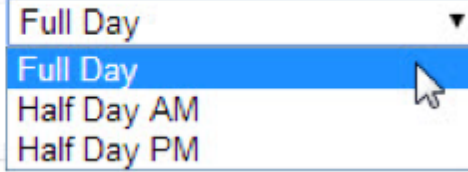
Vacation

Workers Comp

**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.

## Time

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



Full Day  
Full Day  
Half Day AM  
Half Day PM

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

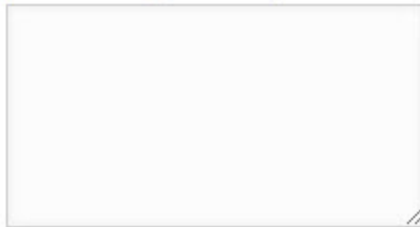
## Operational Details

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.

### Notes to Administrator

(not viewable by Substitute)



255 character(s) left

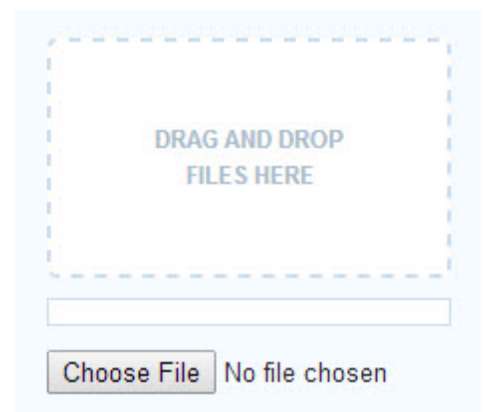
### Notes to Substitute

Don't forget to feed Ringo, our classroom hamster! :)

202 character(s) left

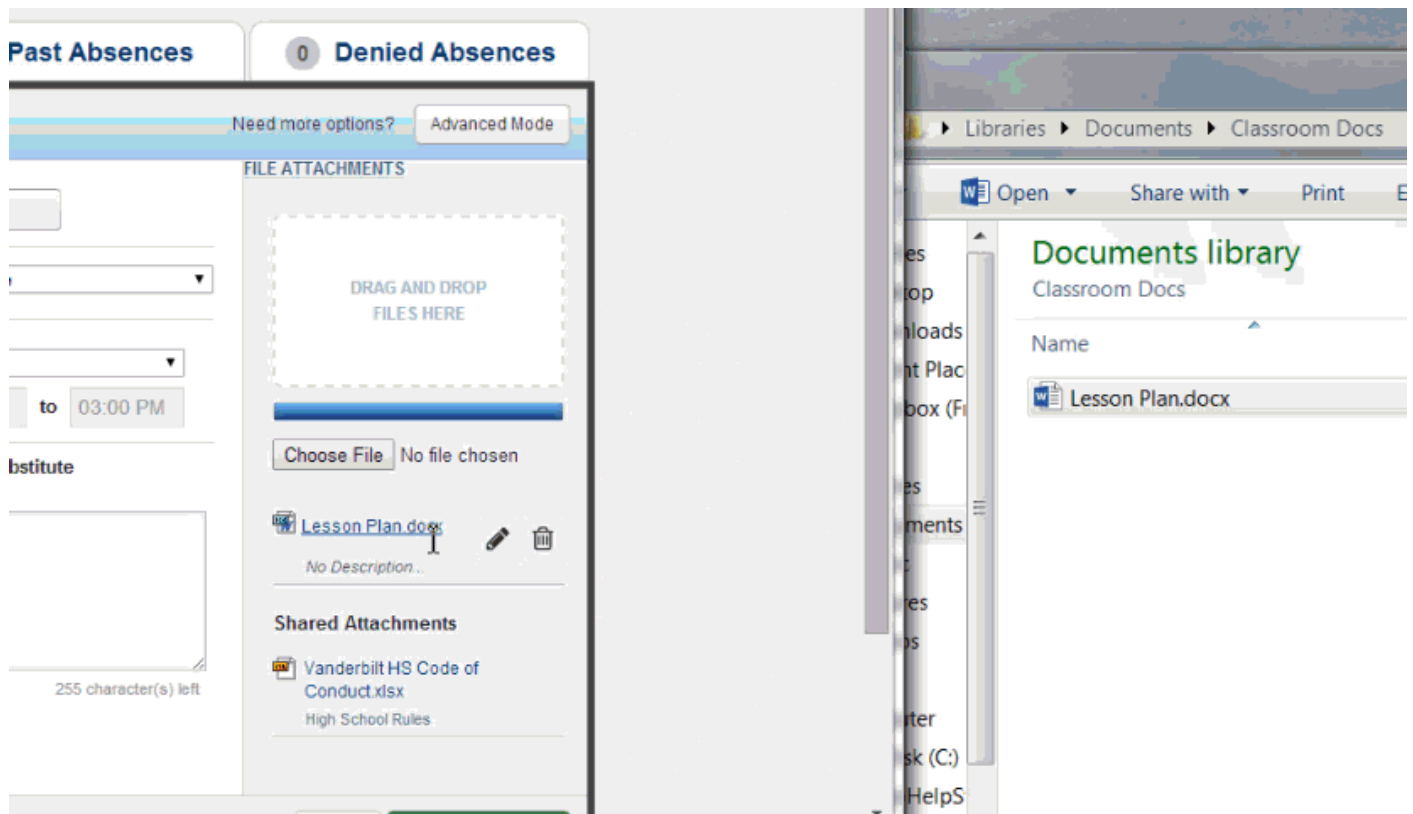
**Attach a File:** Absence management gives you the ability to attach files to your absence for your substitute to see, such as lesson plans or seating charts. You can attach Word, Excel, and PDF files.

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



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

April 2014						
SUN	MON	TUE	WED	THU	FRI	SAT
30	31	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	1	2	3

**Substitute Required**  Yes

**Absence Reason**

**Time**  
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**  
  
211 character(s) left

**FILE ATTACHMENTS**

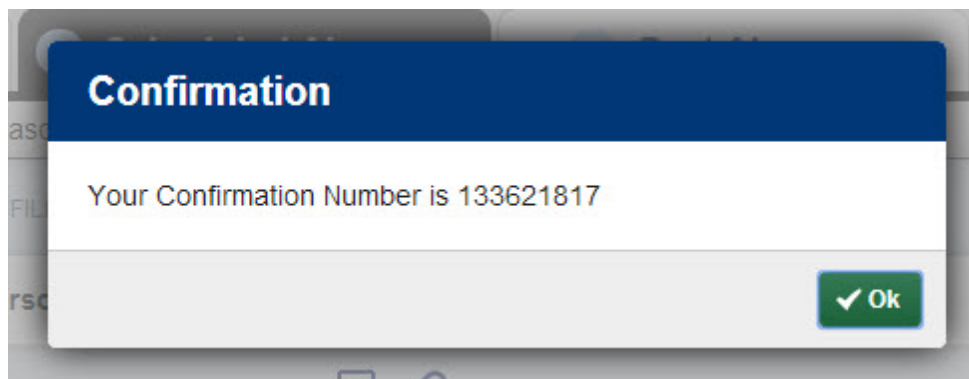
DRAG AND DROP FILES HERE

No file chosen

**Shared Attachments**

High School Rules

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.