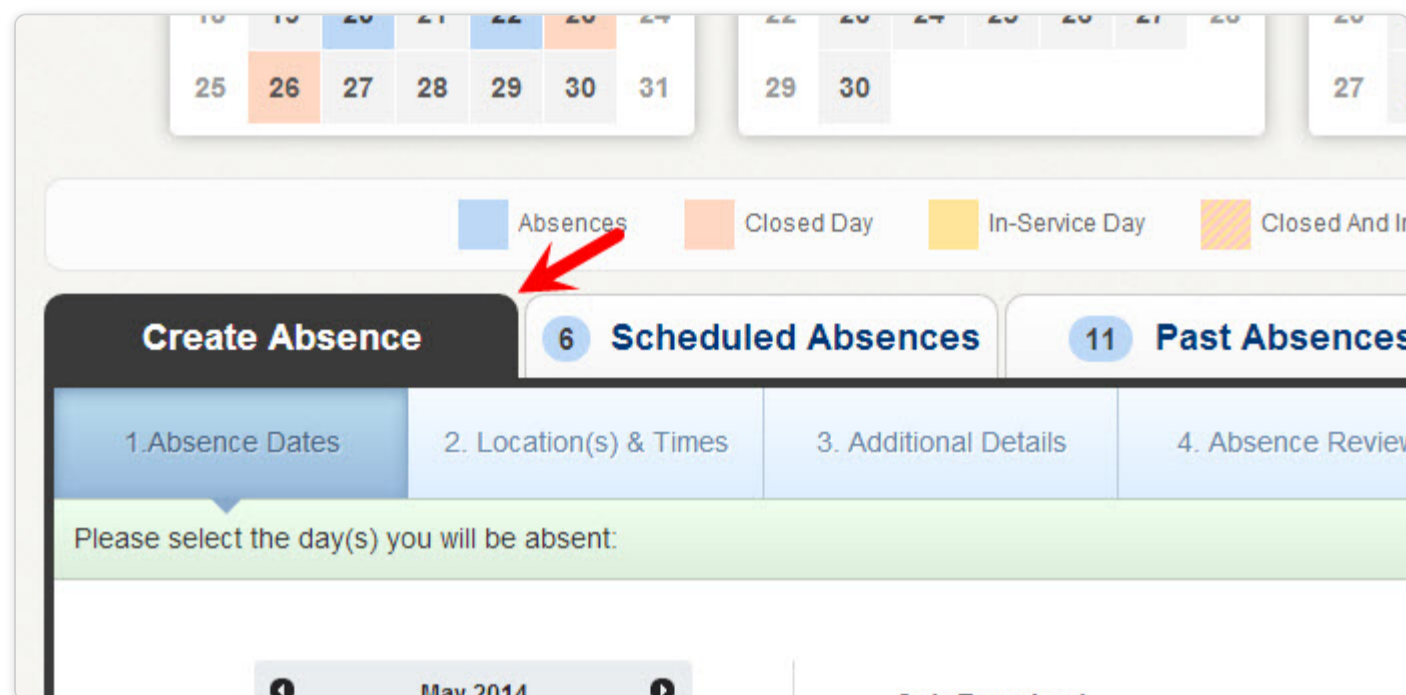


# Creating a Multi-School Absence

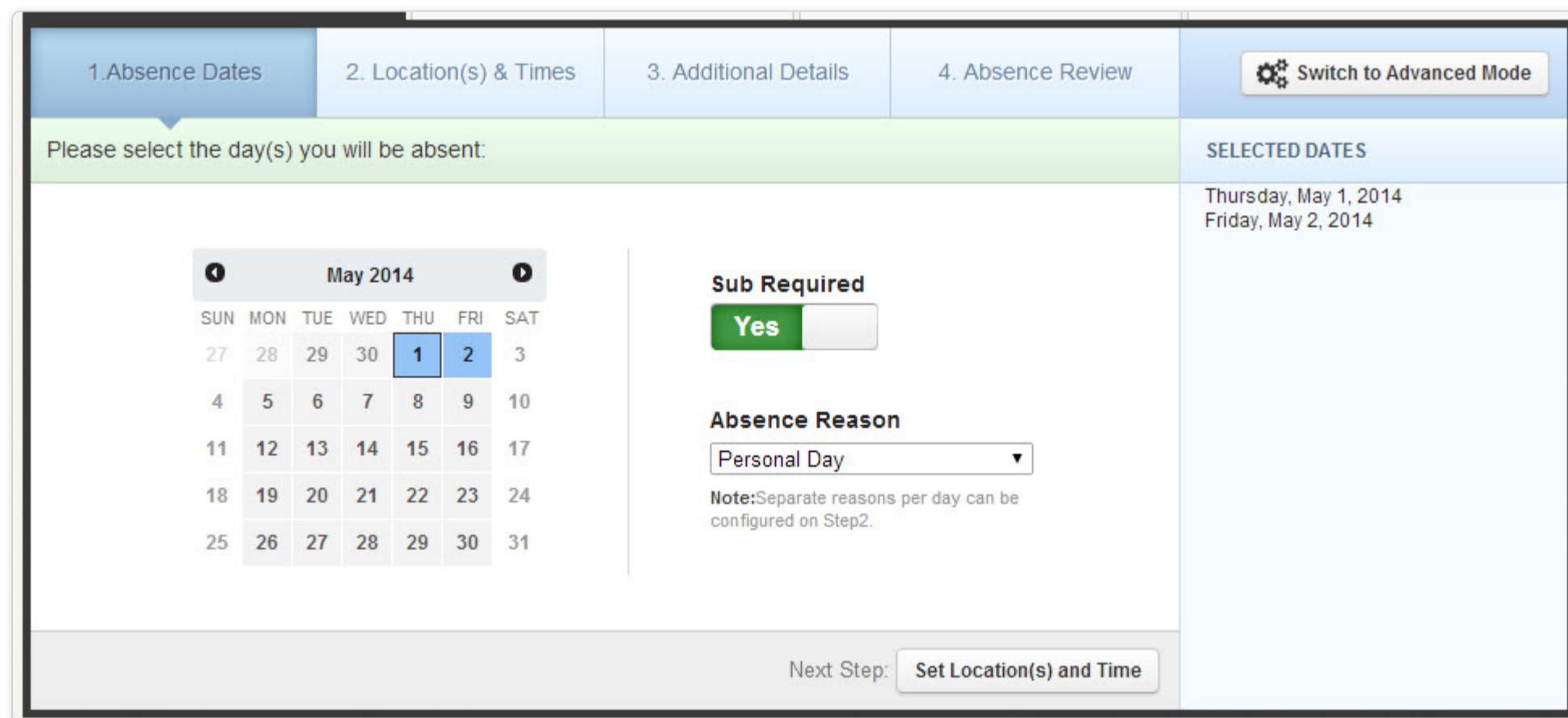
If you are an employee that works at multiple buildings within your district, the absence creation process will look a little bit different for you. Absence management will take you through a four-step absence wizard to help you create your absence.

To start the process, click the **Create Absence** tab on your home page.

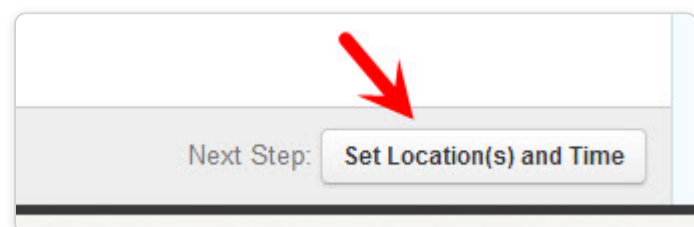


## Enter Absence Dates

In the first step, you will select the date or the date range of the absence. You will also select the absence reason. You may also have to select if a substitute is needed or not if your district requires that. To select a date, just click it in the calendar and it will turn blue. You can click multiple dates if needed.



To move on to the next step, click the **Set Location(s) and Time** button at the bottom of the page.



Some information is required to fill out. If you do not fill out required information, you will receive an error message asking you to complete the required field.

### Setting Locations(s) & Times

On this next step, you will first select which of your schools you will be absent from. If you are going to be absent from more than one school, you will be able to select that. For now, just pick the first school you will be absent from.

You will also see the day of the week highlighted. If you will be absent on more than one day, you will see multiple days highlighted. To create your absence for the same times across all days, leave them all highlighted. If your times will be different on different days, deselect the days that will be different by clicking on them. You will be able to add them in a later step.



In this step, you will also be able to edit your absence reason. You will want to select whatever absence reason applies to the school and days you just selected. If you are going to be absent from one school for the first half of the day and a different school for the second half of the day, you will only have to select the first school's times here. You will add the next school and its times later.

### Add a Variation

Now that you have entered the info for the first part of your absence, you can add a "Variation". A Variation is a tool that will allow you to enter any number of data combinations to make the absence fit your schedule. To add a variation, click the **Add New Variation** button on the bottom left.

There are many variations you could add to an absence. In the example below, the employee has entered an absence for Coal Hill School on Thursday morning and for Williams High School on Thursday afternoon.

There are limitless combinations you can create with Variations that will allow you to create an absence that fits your schedule.

You can delete a Variation at any time by clicking the **trash can icon** next to that variation.

When you have finished entering the absence information, click the **Add Additional Details** button.

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

Half Day PM ▼

11:31 AM to 03:00 PM

Next Step: **Add Additional Details**

### Adding Additional Details

In this step you will be able to add notes to the absence.

- **Notes to Administrator:** These notes will be visible to the administrator(s) at the school(s) but not visible to the substitute.
- **Notes to Substitute:** These notes will be visible to the substitute as well as the administrator(s).

1. Absence Dates    2. Location(s) & Times    **3. Additional Details**    4. Absence Review

Please provide any additional information about this absence:

**Notes to Administrator**  
(Viewable only by Administrator and Employee)  
255 character(s) left

**Notes to Substitute**  
(Viewable by Administrator, Employee, and Substitute)  
I've left the seating chart in the top drawer, if needed. Thanks so much!  
181 character(s) left

Previous Step: **Set Location(s) and Time**    Next Step: **Review Absence Summary**

When you have finished entering the notes, click the **Review Absence Summary** button to move to the last step.

**✓ Create Absence & Assign Sub**    **✓ Create Absence**

When you have finished reviewing the absence details, click **Create Absence** to complete the process.