

Editing Absence Details

You can review and edit the details for any scheduled absence, provided it has not yet started and it is still unfilled by a substitute.

Getting Started

If you wish to make an adjustment, click the "Scheduled Absences" tab and select **View Details** beside the absence in question.

Take note, you also have the option to delete an absence, if needed. Select **Delete** beside the "View Details" button or within the absence editor.

Create Absence		1 Scheduled Absences		1 Past Absences		1 Denied Absences	
Date	Reason	Location	Duration	Time			
CONFIRMATION # 280493733		UNFILLED / UNAPPROVED			Assign Sub	Delete	View Details
24 Nov 2017	Personal Day	Victoria County Community Schools	Full Day	11:00 AM - 6:00 PM			

The "View Details" option will open the "Absence Details" page. From here, you can review the current details associated with this absence. (This includes the scheduled time, absence reason, notes/attachments, etc.)

If changes are required, click **Edit Absence** in the top left corner of the page.

View Absence # **280493733 - Barker, Bob** Status: **Unfilled / Unapproved** ([Details](#))

November 24 Hours Per Day: 7 | Created: 11/22/2017 9:16 AM | Last Update: 11/22/2017 9:19 AM

Absence Available Subs

Edit Absence [Delete](#)

November 24 at Victoria County Community Schools

November 2017

SUN	MON	TUE	WED	THU	FRI	SAT
29	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

Absence Reason Personal Day

Time Full Day
11:00 AM to 06:00 PM

NEXT STEPS

Status: **Unfilled**

[Assign Sub](#)

ABSENCE SUMMARY

Substitute Required **Yes**

Friday, November 24, 2017

11:00 AM - 6:00 PM

Personal Day

Editing Absence Details

The editor mode allows you to adjust the absence details. You can review each section and make adjustments, as needed.

November 24 at Victoria County Community Schools

November 2017

SUN	MON	TUE	WED	THU	FRI	SAT
29	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

Absence Reason

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

to

Notes & Attachments

NEXT STEPS
 Status: **Unfilled**

ABSENCE SUMMARY

Review the Date Range

Click the day(s) on the calendar to indicate a new absence timeframe. (You can click on one or multiple days, and the days do not have to be consecutive.)

November 2017

SUN	MON	TUE	WED	THU	FRI	SAT
29	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

Absence Reason

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

Review the Absence Reason

Reference the "Absence Reason" dropdown to select a new reason from the list provided.

November 24 - November 27 at Victoria County Community Schools

November 2017

SUN	MON	TUE	WED	THU	FRI	SAT
29	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

Absence Reason

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

to

Review the Absence Time

Review the "Time" dropdown to choose an absence type (Full Day, Half Day, etc.). Based on your district setup, you may have the option to choose a custom absence as well.

Absence Reason

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

- ✓ Full Day
- Half Day AM
- Half Day PM
- Custom

Determine if a Substitute is Required

Reference the "Absence Summary" to determine whether a substitute is required. (Your district may not give you permission to do this).

The screenshot shows the absence management interface for Victoria County Community Schools. At the top, there are buttons for 'Save Absence', 'Save Absence and Assign', 'Cancel', and 'Delete'. The main header indicates the absence is for 'November 24 - November 27 at Victoria County Community Schools'. On the left, a calendar for November 2017 shows the dates 24, 25, 26, and 27 highlighted. The 'Absence Reason' is set to 'Personal Day' and the 'Time' is set to 'Full Day' from 11:00 AM to 06:00 PM. On the right, the 'NEXT STEPS' section shows 'Status: Unfilled'. Below that, the 'ABSENCE SUMMARY' section is highlighted with a red box, showing 'Substitute Required' with a checked 'Yes' checkbox. The summary also lists the dates 'Friday, November 24, 2017' and 'Monday, November 27, 2017', the time range '11:00 AM - 6:00 PM', and the reason 'Personal Day'. A '+ Add New Variation' button is located at the bottom left.

Add a New Variation

Determine whether you need to add a new variation and select +Add New Variation if the Advanced Mode is needed.

This screenshot is identical to the one above, showing the absence management interface. The '+ Add New Variation' button at the bottom left is highlighted with a red box.

Add, Remove, or Change Notes

You have the ability to leave notes for your administrator and for the substitute who will fill in for you. 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 the 'Notes & Attachments' section. It is divided into two columns: 'Notes to Administrator' and 'Notes to Substitute'. The 'Notes to Administrator' section is labeled '(Viewable only by Administrator and Employee)' and contains a text input field with a '255 character(s) left' indicator. The 'Notes to Substitute' section is labeled '(Viewable by Administrator, Employee, and Substitute)' and also contains a text input field with a '255 character(s) left' indicator.




Remove or Upload Documents

You also have the option to attach files to your absence for the substitute to see, such as lesson plans or seating charts. Click **Choose File** to attach Word, Excel, and/or PDF files.


File Attachments

DRAG AND DROP
FILES HERE

Uploaded Files

 Seating Chart.docx
No Description...  

Related Files

 Homework schedule.docx

Choose File No file chosen

Saving Changes

Once you are finished, click **Save Absence** to record your changes.