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.

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.

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

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.)

Review the Absence Reason

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

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.

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).

Add a New Variation

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

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.

Notes & Attachments ⌃

Notes to Administrator
(Viewable only by Administrator and Employee)

255 character(s) left

Notes to Substitute
(Viewable by Administrator, Employee, and Substitute)

255 character(s) left

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

Choose File No file chosen

Uploaded Files

Seating Chart.docx
No Description...

Related Files

Homework schedule.docx

Saving Changes

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

✔ Save Absence   ✔ Save Absence and Assign   Cancel