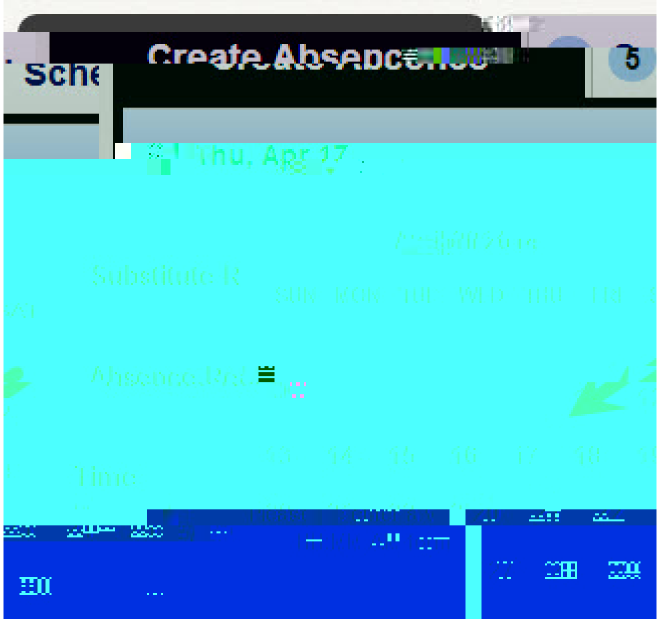
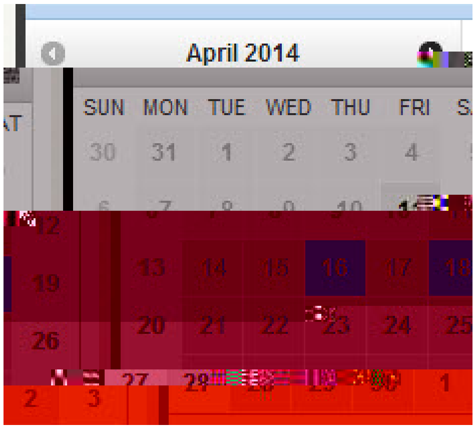
Welcome! How can we help?

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 depee


Create Absence
Sche
Thu, Apr 17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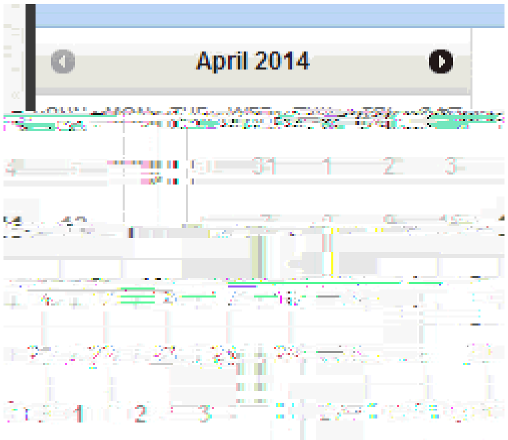
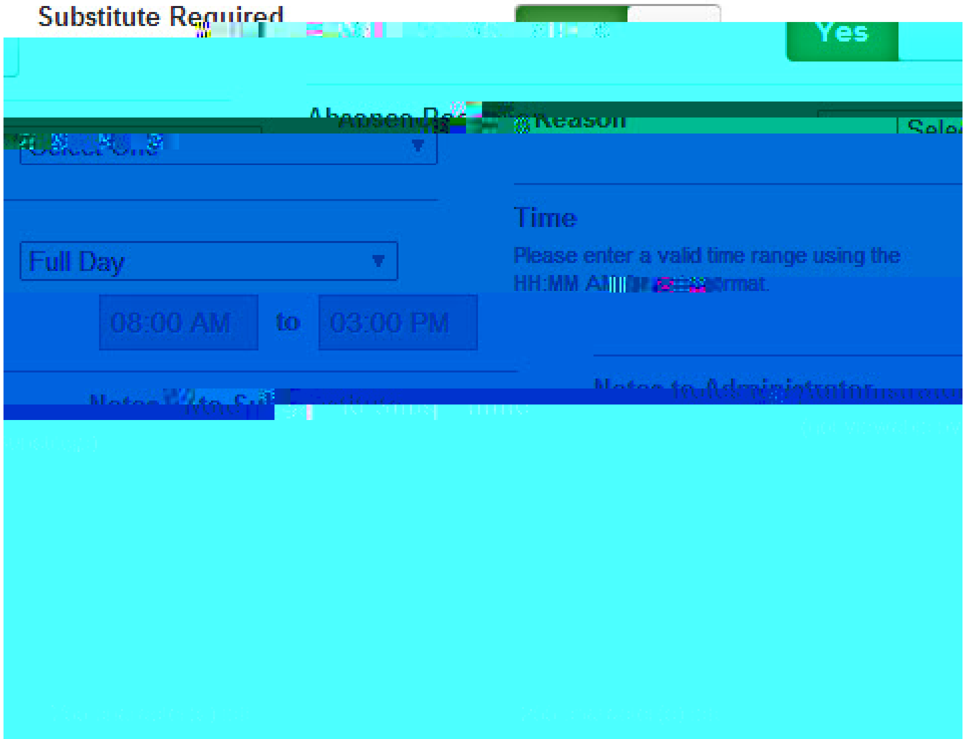
SUN MON TUE WED THU FRI S



Entering Absence Details

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



Substitute Required: Yes

Absence Reason: Select One

Full Day

08:00 AM to 03:00 PM

Time

Please enter a valid time range using the HH:MM AM[illegible]rmat.

Reason
Notes to Administrator
Notes to Substitute

Substi[illegible] Required

[redacted]

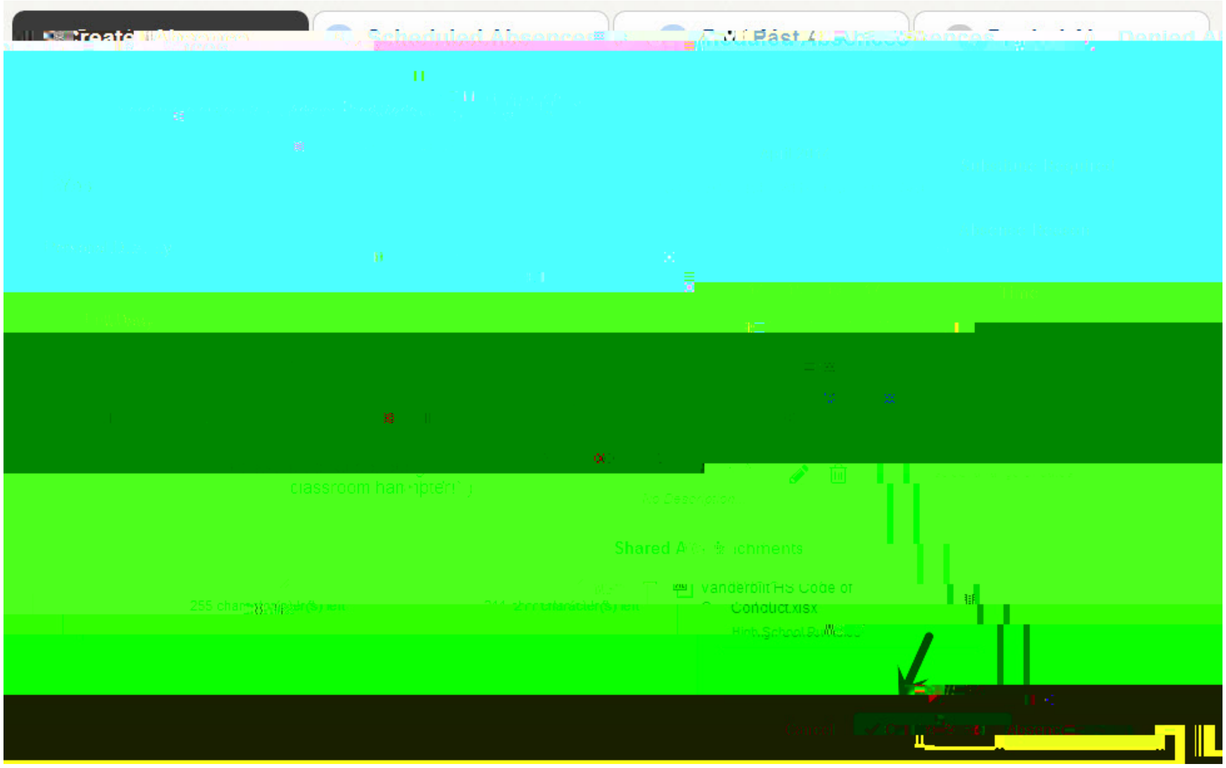
If you do need to enter custom t5d [illegible]

DRAG AND DROP
FILES HERE
Choose File
No file

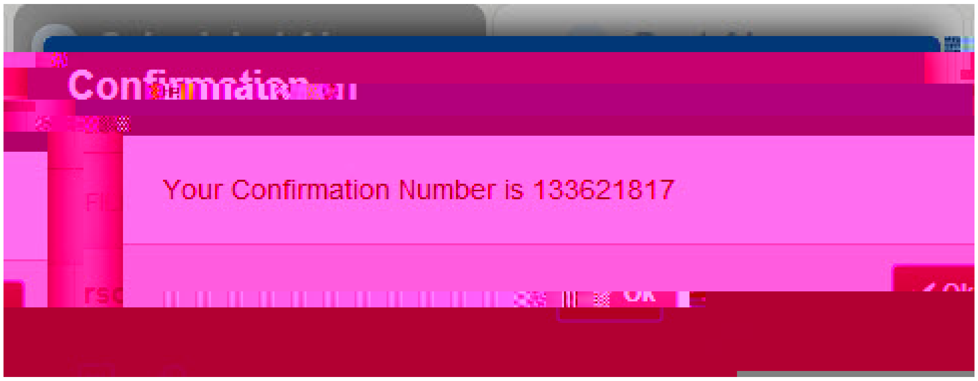
Once you have added a file, you will see the name of the file in the File Attachments area. To delete, the file use the **trash can icon**.

Saving the Absence

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



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.



Your Confirmation Number is 133621817

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