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### New Absence

Last Name: Ball  
 First Name: Barbara  
 Subject/Job: 1ST Period MATH, 2nd and 3rd Period SCIENCE, 4th and 6th Period BASIC MATH, 5th period PREP  
 Site: Plavan  
 Req Sub/s: Req/Pre-arranged Sub  
 Start Date:  Start Today?  Start Tomorrow?  Start Other?

Job Number: New  
 Bell Sched Day: See Dist Schedule  
 Bell Sched AM: See Dist Schedule  
 Bell Sched PM: See Dist Schedule  
 Rejected Sub/s: View Rejected Subs  
 Sub Needed?  Yes  No

#### Edit Bar for Each Day of Absence

Date	Day	Shift	Reason / Charge To	Auth Code	Description
01/02/2002	Wed	ALL	Sick / Employee	DO NOT ENTER	DO NOT ENTER
MM/DD/YYYY Note: Edit Bar sets the Details of each day of absence. Next, click ADD DAY(S) button at bottom of screen.					

**NOTE:** Press TAB key to navigate EDIT BAR items.  
 Click [ADD DAY\(S\)](#) button for each additional day of absence.  
 Click [SUBMIT ABSENCE](#) button when done entering each day of absence.  
 Click Req/Pre-Arrange Sub to view your list of Requested subs. If you have pre-arranged a sub for this assignment, click on the Requested Sub's name and follow the directions.

**For new absence change the Date Box, choose ALL, AM, or PM, and the reason. If it's for more than one day click "add days", then comments for the sub and submit absence.**





HELP Personal Info **New Absence** Review/Cancel Close

### New Absence

Last Name: Ball  
 First Name: Barbara  
 Subject/Job: 1ST Period MATH, 2nd and 3rd Period SCIENCE, 4th and 6th Period BASIC MATH, 5th period PREP  
 Site: Plavan  
 Req Sub/s: Req/Pre-arranged Sub  
 Start Date:  Start Today?  Start Tomorrow?  Start Other?

Job Number: New  
 Bell Sched Day: See Dist Schedule  
 Bell Sched AM: See Dist Schedule  
 Bell Sched PM: See Dist Schedule  
 Rejected Sub/s: View Rejected Subs  
 Sub Needed?  Yes  No

### Edit Bar for Each Day of Absence

Date	Day	Shift	Reason / Charge To	Auth Code	Description
01/04/2002	Fri	ALL	Sick / Employee	DO NOT ENTER	DO NOT ENTER
MMDD/YYYY Note: Edit Bar sets the Details of each day of absence. Next, click ADD DAY(S) button at bottom of screen.					

### Actual Days of Absence

Cancel	Day	Date	Shift	Reason / Charge To	Auth Code	Description
<input type="checkbox"/>	Wed	01/02/2002	ALL	Sick / Employee	None	None
<input type="checkbox"/>	Thur	01/03/2002	ALL	Sick / Employee	None	None

**The correct days that you have input will show up here and you can click on add days as many times as you need or cancel if you have chosen too many...**

1 **ADD DAY(S)** Comments/Lesson Plan **SUBMIT ABSENCE** Cancel

New Absence

Last Name: Ball  
First Name: Barbara  
Subject/Job: 1ST Period MATH, 2nd and 3rd  
Site: Plavan  
Req Sub/s: Req/Pre-arranged Sub  
Start Date: Start Today? Start Tomorrow

**Very Important-only choose the sub's name here if they have already agreed to the job otherwise DO NOT use this box. If you have already chosen your favorite subs (under Personal Info) they will automatically get notified of the job and it will be held for them UP UNTIL the night before the absence.**

Date	Day	Shift
01/02/2002	Wed	ALL
MM/DD/YYYY	Note: Edit Bar sets the Details	

NOTE: Press TAB key to navigate EDIT BAR items.  
Click [ADD DAY\(S\)](#) button for each additional day of absence.  
Click [SUBMIT ABSENCE](#) button when done entering each day of absence.  
Click Req/Pre-Arrange Sub to view your list of Requested subs. If you have pre-arranged a sub for this assignment, click on the Requested Sub's name and follow the directions.

### New Absence

Last Name: Ball  
First Name: Barbara  
Subject/Job: 1ST Period MATH, 2nd and 3rd Period SCIENCE, 4th and 6th Period BASIC MATH, 5th period PREP  
Site: Plavan

Job Number: New  
Bell Sched Day: See Dist Schedule  
Bell Sched AM: See Dist Schedule  
Bell Sched PM: See Dist Schedule  
Rejected Sub/s: View Rejected Subs  
Sub Needed?  Yes  No

Req Sub/s: Req/Pre-arranged Sub  
Start Date: Req/Pre-arranged Sub  
tomorrow?  Start Other?

### Edit Bar for Each Day of Absence

Date	Day	Reason / Charge To	Auth Code	Description
01/02/2002	Wed	Sick / Employee	DO NOT ENTER	DO NOT ENTER

MMDD/YYYY Note: Edit Bar sets the Details of each day of absence. Next, click ADD DAY(S) button at bottom of screen.

NOTE: Press TAB key to navigate EDIT BAR items.  
 Click [ADD DAY\(S\) button](#) for each additional day of absence.  
 Click [SUBMIT ABSENCE](#) button when done entering each day of absence.  
 Click Req/Pre-Arrange Sub to view your list of Requested subs. If you have pre-arranged a sub for this assignment, click on the Requested Sub's name and follow the directions.

**\*If you have arranged with a sub that they will take the job ahead of time and it's confirmed then you can choose their name in this box.**



Barbara Ball

HELP

Personal  
Info

New  
Absence

Review/  
Cancel

Close

Your Absence has been entered.

Confirmation #: 64

Click 'Review/Cancel' button to review the absence.



**Always click Review/Cancel to make sure that you have input the absence correctly. This is a good time to make sure that you did not choose a sub when they have not confirmed yet that they will take the job.**



Back to Bed!

# That is how to Use Substitute Online

