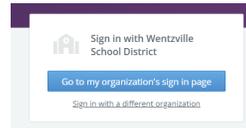


# Creating a Basic Absence Online

Go to the [www.wentzville.k12.mo.us](http://www.wentzville.k12.mo.us) on the homepage click this icon:



Click on blue "Go to my organization's sign in page":



All options shown may or may not be available, depending on the settings determined by your district. Please contact your System Administrator if you require assistance.

The absence creation process allows you to indicate important details (e.g. your absence timeframe, reason, and other classroom notes/attachments). You can create an absence via the "Create Absence" tab on the homepage or via the "Absences" option in your side navigation.

**Absence Management** Victoria County School District Joe Montana Employee

December 2019 January 2020 February 2020

Legend: Absences (blue), Closed Day (orange), In-Service Day (yellow)

**Create Absence** 0 Scheduled Absences 0 Past Absences 0 Denied Absences

Please select a date Need more options? Advanced Mode

**Substitute Required**  Yes

**Absence Reason** Select One

**Time** Full Day 08:00 AM to 03:00 PM

**Notes to Administrator** (not viewable by Substitute) 255 character(s) left

**Notes to Substitute** 255 character(s) left

**FILE ATTACHMENTS** DRAG AND DROP FILES HERE Choose File No file chosen

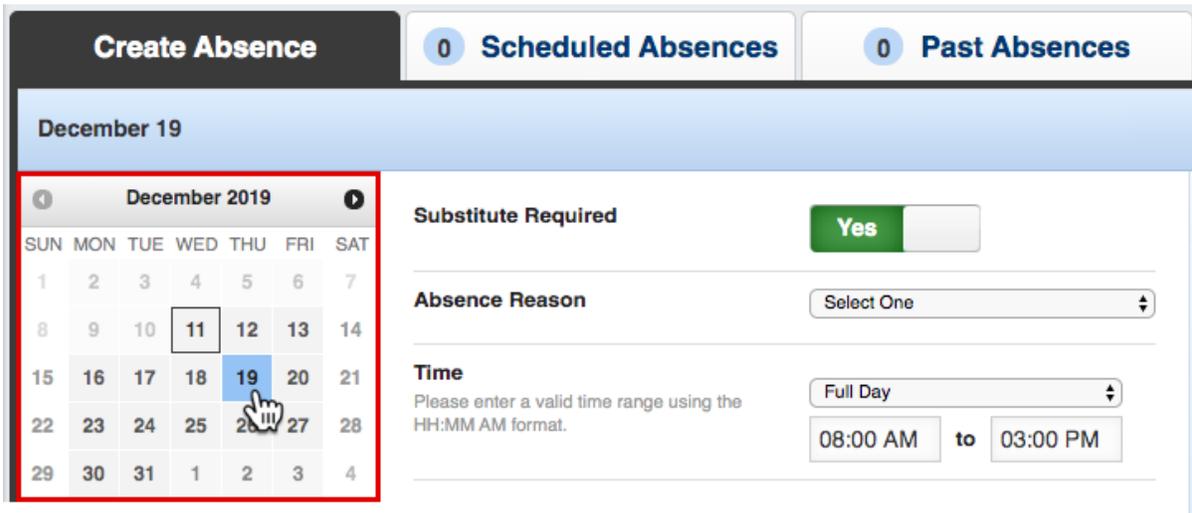
**Shared Attachments**

Cancel Create Absence

**Drivers/Aides: A substitute is not required.**

## Date Selection

When selecting your absence timeframe, click on the desired date within the calendar. (The system will highlight your selection in blue.)



**Create Absence**      0 Scheduled Absences      0 Past Absences

December 19

December 2019

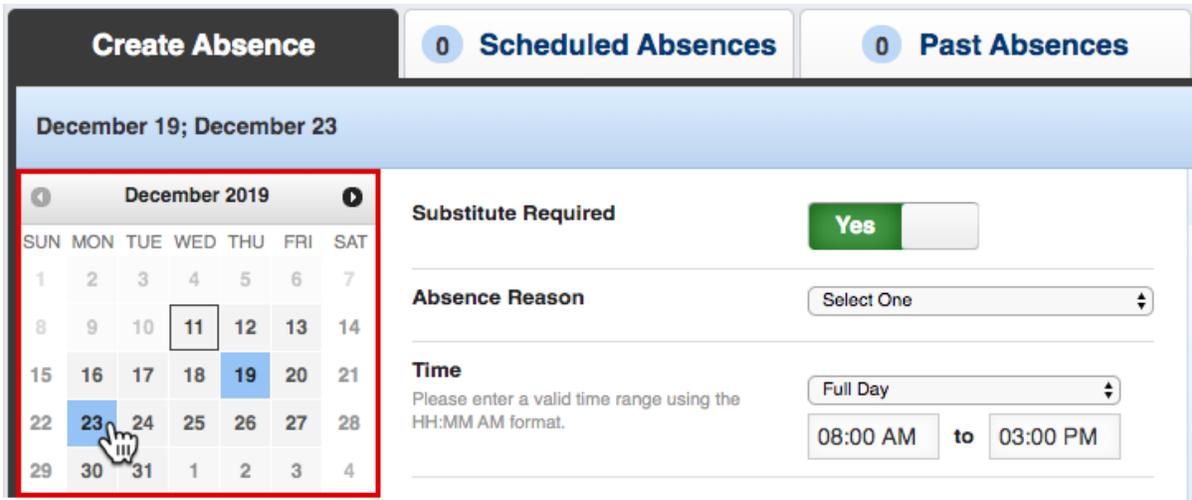
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

**Substitute Required**  Yes

**Absence Reason**

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

You can also click on multiple days to create a multi-day absence, and the days do not have to be consecutive.



**Create Absence**      0 Scheduled Absences      0 Past Absences

December 19; December 23

December 2019

SUN	MON	TUE	WED	THU	FRI	SAT
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	31	1	2	3	4

**Substitute Required**  Yes

**Absence Reason**

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

If you have a larger range of consecutive days, simply click and drag your cursor to select the dates.

**Create Absence**
0 **Scheduled Absences**
0 **Past Absences**
0 **Denied Absences**

Please select a date Need more options? [Advanced Mode](#)

December 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
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	31	1	2	3	4

**Helpful Hint:**  
You can select multiple days individually or click-and-drag to select a range of dates.

**Substitute Required**

**Absence Reason**

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

**Notes to Administrator**  
(not viewable by Substitute)

255 character(s) left

**Notes to Substitute**

255 character(s) left

**FILE ATTACHMENTS**

DRAG AND DROP FILES HERE

No file chosen

**Shared Attachments**

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## Absence Details

The absence details (i.e. absence reason, time, etc.) are located beside the date selection tool.

December 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
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	31	1	2	3	4

**Substitute Required**

**Absence Reason**

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

**Notes to Administrator**  
(not viewable by Substitute)

255 character(s) left

**Notes to Substitute**

255 character(s) left

Let's go over what each of these details mean:

### Absence Details

## Absence Details

**Substitute Required** This option should already be predetermined as a NO for Drivers/Aides, but you may have the option to choose if a substitute is needed for this absence.  
DO NOT CHANGE THE OPTION TO **Yes**.

**Absence Reason** Choose your absence reason from the dropdown list. (These options are pre-determined for you by your system Administrator.)

**Time** Choose what type of absence this is. Is it a Full Day Absence? Is it a Half Day Absence? Depending on your district's setup you may have the option to choose a custom absence as well. If you do need to enter custom times, choose **Custom** from the dropdown and enter the custom times in the boxes provided.

<b>Substitute Required</b>	<input checked="" type="checkbox"/> Yes	<b>FILE ATTACHMENTS</b>  <div style="border: 1px dashed gray; padding: 10px; text-align: center;">DRAG AND DROP FILES HERE</div> <input type="text"/> <input type="button" value="Choose File"/> No file chosen  <b>Shared Attachments</b>
<b>Absence Reason</b>	Personal Day	
<b>Time</b> <small>Please enter a valid time range using the HH:MM AM format.</small>	Full Day Full Day Half Day AM Half Day PM Custom	
<b>Notes to Administrator</b> <small>(not viewable by Substitute)</small>	<div style="border: 1px solid gray; height: 80px; width: 100%;"></div> <p style="text-align: center; font-size: small;">255 character(s) left</p>	
	<div style="border: 1px solid gray; height: 80px; width: 100%;"></div> <p style="text-align: center; font-size: small;">199 character(s) left</p>	

[Return to Top](#)

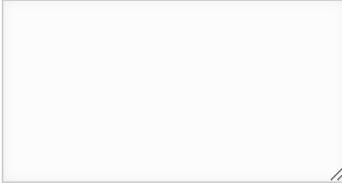
## Operational Details

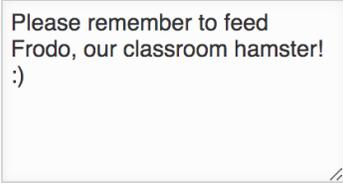
The system also provides a few optional entries (e.g. notes to Admin.) to further support those will review and fulfill your absence.

**Substitute Required**  Yes

**Absence Reason** Personal Day

**Time**  
Please enter a valid time range using the HH:MM AM format.  
Full Day  
08:00 AM to 03:00 PM

**Notes to Administrator**  
(not viewable by Substitute)  
  
255 character(s) left

**Notes to Substitute**  
Please remember to feed Frodo, our classroom hamster! :)  
  
199 character(s) left

**FILE ATTACHMENTS**

DRAG AND DROP FILES HERE

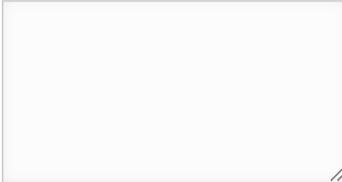
Choose File No file chosen

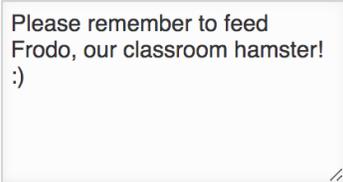
**Shared Attachments**

**Substitute Required**  Yes

**Absence Reason** Personal Day

**Time**  
Please enter a valid time range using the HH:MM AM format.  
Full Day  
08:00 AM to 03:00 PM

**Notes to Administrator**  
(not viewable by Substitute)  
  
255 character(s) left

**Notes to Substitute**  
Please remember to feed Frodo, our classroom hamster! :)  
  
199 character(s) left

**FILE ATTACHMENTS**

DRAG AND DROP FILES HERE

Choose File No file chosen

**Shared Attachments**

## Saving the Absence

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

**Create Absence**    0 Scheduled Absences    0 Past Absences    0 Denied Absences

December 19    Need more options?    Advanced Mode

**December 2019**

SUN	MON	TUE	WED	THU	FRI	SAT
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	31	1	2	3	4

**Substitute Required**  Yes

**Absence Reason** Personal Day

**Time** Full Day  
Please enter a valid time range using the HH:MM AM format.  
08:00 AM to 03:00 PM

**Notes to Administrator** (not viewable by Substitute)  
255 character(s) left

**Notes to Substitute**  
Please remember to feed Frodo, our classroom hamster! :)  
198 character(s) left

**FILE ATTACHMENTS**

DRAG AND DROP FILES HERE

Choose File No file chosen

Lesson Plan.docx  
Classroom Plans

**Shared Attachments**

Cancel    **Create Absence**

Once the absence is saved, you will see a message with a confirmation number, and the absence will appear under the "Scheduled Absences" tab.

**Scheduled Absences**    0 Past Absences    0 Denied Absences

Date	Reason	Location	Duration	Time
CONFIRMATION # 394834367	UN			
19 Dec 2019	Per			8:00 AM - 3:00 PM

**Confirmation**

Your Confirmation Number is 394834367

Ok

And there you have it! You have successfully entered an absence into the Absence Management system. Now, go celebrate with some coffee and a bagel. You earned it!

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