

Creating a Multi-School Absence

If you are an employee that works at multiple buildings within your district, the absence creation process will look a little bit different for you. Aesop will take you through a four-step absence wizard to help you create your absence.

To start the process, click the **(1) Create Absence tab** on your home page.

1 Create Absence **2** Scheduled Absences **4** Past Absences **0** Denied Absences

1. Absence Dates 2. Location(s) & Times 3. Additional Details 4. Absence Review [Switch to Advanced Mode](#)

Please select the day(s) you will be absent:

2 February 2016

SUN	MON	TUE	WED	THU	FRI	SAT
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	1	2	3	4	5

3 Sub Required Yes

4 Absence Reason
Sick Days > 01 Personal Illness

Note: Separate reasons per day can be configured on Step 2.

SELECTED DATES
Wednesday, Feb 24, 2016
Thursday, Feb 25, 2016
Friday, Feb 26, 2016

LOCATION(S) AND TIME [Edit](#)
*Teacher - University Hills Elementary
8:04 AM - 3:19 PM

Next Step: [Set Location\(s\) and Time](#) **5**

Enter Absence Dates

Select the date or the date range of the absence **(2)**. You will also select if a substitute is needed **(3)** or not and the absence reason **(4)**.

To select a date, just click it in the calendar and it will turn blue. You can click multiple dates if needed.

To move on to the next step, click the **Set Location(s) and Time button (5)** at the bottom of the page.

Setting Locations(s) & Times

On this next step, you will select which of your schools **(6)** you will be absent from. If you are going to be absent from more than one school, you will be able to select that. For now, just pick the first school you will be absent from.

You will also see the day of the week **(7)** highlighted. If you will be absent on more than one day, you will see multiple days highlighted. To create your absence for the same times across all days, leave them all highlighted. If your times will be different on different days, deselect the days that will be different by clicking on them. You will be able to add them in a later step.

In this step, you will also be able to edit your absence reason. You will want to select whatever absence reason applies to the school and days you just selected. If you are going to be absent from one school for the first half of the day and a different school for the second half of the day, you will only have to select the first school's times here. You will add the next school and its times later.

Add a Variation

Now that you have entered the info for the first part of your absence, you can add a "Variation". A Variation is a tool that will allow you to enter any number of data combinations to make the absence fit your schedule.

To add a variation, click the Add New Variation button (8) on the bottom left.

There are many variations you could add to an absence. In the example below, the employee has entered an absence for Coal Hill School on Thursday morning and for Williams High School on Thursday afternoon.

There are limitless combinations you can create with Variations that will allow you to create an absence that fits your schedule.

You can delete a Variation at any time by clicking the trash can icon next to that variation.

When you have finished entering the absence information, click the Add Additional Details button.

Adding Additional Details

In this step you will be able to add notes to the absence.

Notes to Administrator (9): These notes will be visible to the administrator(s) at the school(s) but not visible to the substitute.

Notes to Substitute (10): These notes will be visible to the substitute as well as the administrator(s).

When you have finished entering the notes, click the Review Absence Summary (11) button to move to the last step.

When you have finished reviewing the absence details, click Create Absence to complete the process

Create Absence

2 Scheduled Absences | 4 Past Absences | 0 Denied Absences

1. Absence Dates | 2. Location(s) & Times | 3. Additional Details | 4. Absence Review

Please provide any additional information about this absence:

Notes to Administrator 9
(Viewable only by Administrator and Employee)

Notes to Substitute 10
(Viewable by Administrator, Employee, and Substitute)

255 character(s) left

255 character(s) left

Previous Step: **Set Location(s) and Time** | **11** | Next Step: **Review Absence Summary**

SELECTED DATES [Edit](#)
 Wednesday, Feb 24, 2016
 Thursday, Feb 25, 2016
 Friday, Feb 26, 2016

LOCATION(S) AND TIME [Edit](#)
 *Teacher - McGregor Elementary
 8:04 AM - 3:19 PM
 Thu-Fri
 *Teacher - McGregor Elementary
 8:04 AM - 3:19 PM
 Thu-Fri

NOTE:

You can enter separate Substitute Report Times when creating an absence. First, begin creating an absence as usual. Then, click the **chain-link icon** in between "Time" and "Substitute Report Time". This will allow you to add separate Substitute Report Times. Simply use the drop-down menu to select "Full Day" or "Half Day" increments, and then type the time in the text boxes.

School *Teacher - McGregor Elementa ▼

Absence Reason Sick Days>01 Personal Illness ▼

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

Full Day ▼

08:04 AM to 03:19 PM

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

Full Day ▼

08:04 AM to 03:19 PM

 