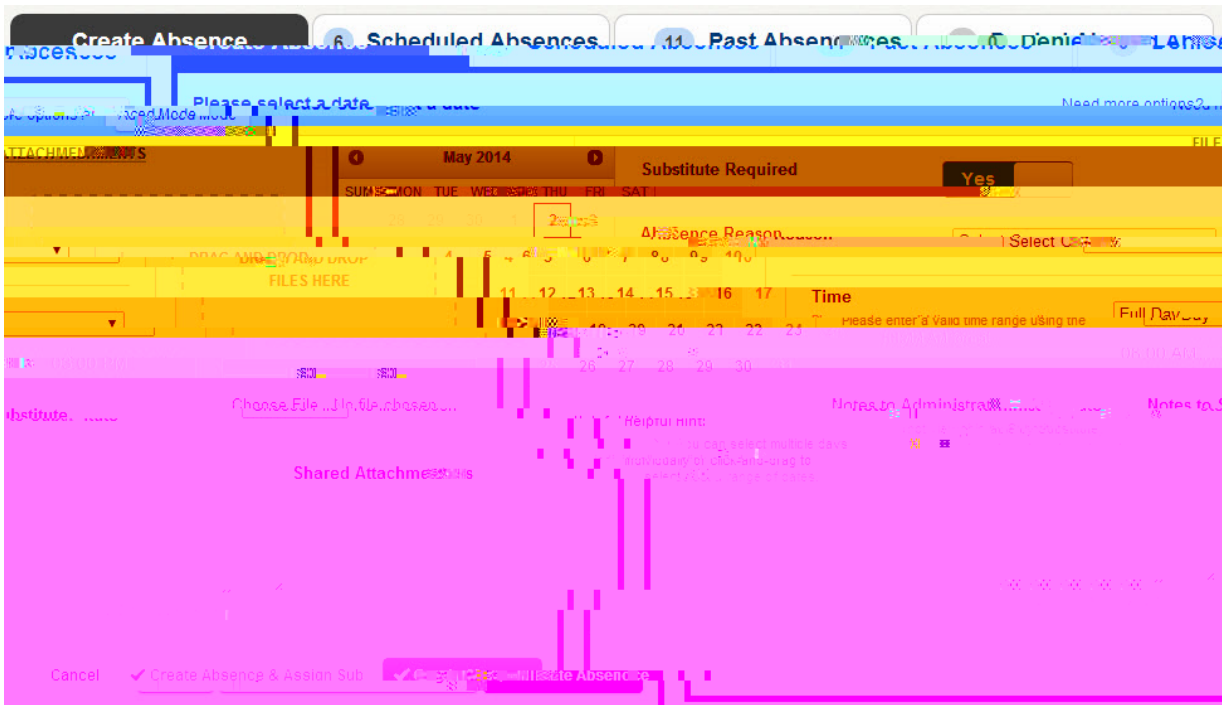


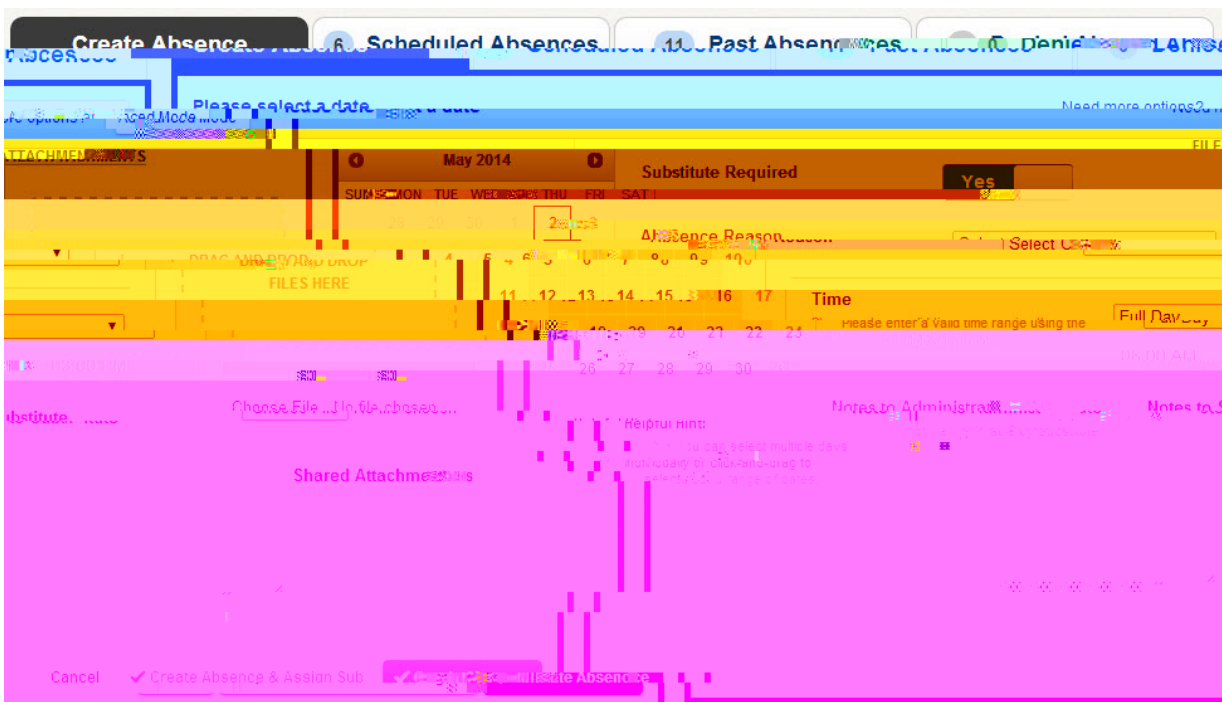
The system makes it easy for you to quickly enter your absences. The easiest way to enter an absence is by using the "Create an Absence" tab on your home page.



Simply choose the day(s) you will be absent, then choose other details like your absence reason, the time-frame of your absence, and more. You may also be able to add notes to your Administrator, or even assign a Substitute (dependent on your District's settings).

Setting Up a Preferred Substitutes List

Your district may have given you the ability to select a list of the substitutes you prefer to fill your absences. The system will attempt to contact these substitutes first when you create an absence.



Learn more about setting up and managing your [Preferred Substitutes list here](#).