

# Creating a half day Absence

Sign onto your account at [region8.sfe.powerschool.in.us](https://region8.sfe.powerschool.in.us)

Create your absence by entering your absence reason, clicking on the date, and selecting 'Next' on the bottom righthand side of your screen.

### Create Absence

Basic Information

Absence Reason Required

Absence Dates

Date selection options

Does Not Repeat : For individual dates selection

<	Sep	>	2022	<	>	
Sun	Mon	Tues	Wed	Thurs	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	

**Next**

Click the toggle next to 'Advanced Absence'

Here you will be able to change the times of your absence.

\*Keep in mind, the system does not automatically change between 'AM' and 'PM' when changing times, so be sure to double check that it is entered correctly.

Click 'Submit' when done entering your absence.

### School Name

Schedule

Advanced Absence

*Choose this if your absence will need different requirements on different days*

Monday : 09/12/2022

Custom Day

Add Files

Advanced Absence

*Choose this if your absence will need different requirements on different days*

Wednesday : 09/28/2022  No Sub Required

Absence Schedule

Substitute Schedule

**Submit**