

# HOW TO CREATE AN ABSENCE

- Click 'Create Absence'

Create Absence

- Enter your Absence Reason and Dates & click 'Next'
- The next page will show your school name, day you will be absent and substitute.
- The next page will show your school name, day you will be absent and substitute.
- Select 'Specify' and type in the substitute you would like to sub for you.\*

\*If the substitute you would like does not show up, they may be unavailable, already subbing, or have not update their information with us.

Substitute

Best Match

Specify

Selected Substitute:

