

# TEACHERS - A Basic Absence

You will need the following information in order to successfully log an Absence in ADS:

EMPLOYEE NUMBER  #

PIN  #

ABSENCE CODE  #

ABSENCE DATE(S):      Y   Y   M   M   D   D   #  
 START  #  
 END  #

Ref. if more than one day

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7

LOCATION CODE(S)  #       #       #

PREFERRED REPLACEMENT(S)  
 #  
 #  
 #

If you leave a message for your replacement  
 -> DO NOT HANG UP <-  
 Press the # key and continue.

SUBJECT CODE(S)  #     #     #     #

LEVEL CODE(S)  #       #       #

If you have entered it successfully you will be given a 5 digit ID # at the end!  
 No ID Number ? It was not completed successfully.