
An absence can now be logged up to seven (7) days in the past

Short-Term Leave

Application

Listed below are the short-term absences requiring approval:

PVPA Recoverable

by the teacher

OF EMERGENCY,

HOW TO LOG AN ABSENCE TEACHERS

Enter Absence

My Info

Time & Attendance

Next

REPLACEMENT DETAILS

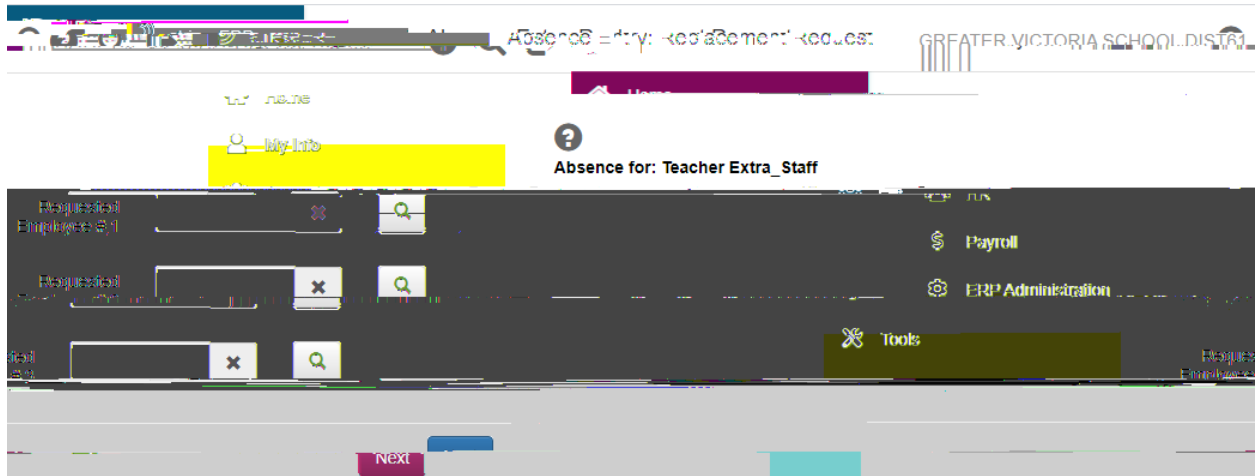


Yes

If you have someone to replace you please say "Yes" to a replacement. You will have the opportunity to indicate on another screen if the replacement has already been contacted and then **Submit Absence**

Next

REPLACEMENT REQUEST



Yes
Submit Absence

No

dispatched
Accept
Next

already contacted
Employee Search
Search

REPLACEMENT INSTRUCTIONS

REPLACEMENT INSTRUCTIONS

Subjects Levels
Please complete the subjects and levels even if it is being filled by an in house TTOC.

SUMMARY PAGE



Submit Absence

Confirmation Number

Short-Term Leave Application

approval

final

