

**ABSENCE CODES (Teachers)**

12. Press **1** if the replacement is needed for entire absence.  
Press **2** if the replacement is only required for part of the absence.  
Enter the hours for which the replacement is needed. Press **1** for a full day, **2** for specific hours, **3** if a replacement is not required.
13. Enter the **Subject Code** followed by the **#** key.  
Enter the **Level Code** followed by the **#** key.

Press **1** to enter another Subject and Level or press **2** to continue to next step.

14. Press to leave a message for the replacement. Press to skip this option. **(If you leave a message ! DO NOT HANG UP ! Press the # key at the end of your message)**
15. Press to finalize your absence or press **2** to cancel your absence. Make a note of your ADS Absence ID number.

To listen to your absence ID again press **1**, to hang up press **2**, to return to the Main Menu press **3**.

**IMPORTANT**

Wait for the ADS to speak your Absence Job ID Number.  
You need this to Inquire On or Cancel your Absence.

If you do not get an