

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.