

PERSONNEL TEACHER ABSENCES DATA ENTRY

The absences must be filled out for (full-time/part-time) certified personnel (teachers). A teacher is considered absent only if he or she is not in attendance on a day in the regular school year when the teacher would otherwise be expected to be teaching students in an assigned class. This includes both days taken for sick leave and days taken for personal leave. Do not include administratively approved leave for professional development, field trips or other off-campus activities with students. This screen is populated with the current employees when you roll your employees for the new school year.

Go to MODULES=>PERONNEL=>TEACHER ABSENCES



