

### To create a Teacher absence in Easy Connect:

1. Go to Easy Connect - Create an Absence
2. Replacement - select Yes.
3. First Contact - enter your preferred first contact to fill in for your absence, i.e., the first person you would like tried to fill in for you. If you type in a TTOC's name and it is not coming up it is because that TTOC has not selected to work at your school, or they are already booked elsewhere so you will have to enter a different First Contact. If you have no preference, leave blank.
4. Assignment Details - enter any notes you would like your TTOC to view, leave blank if there are not any.
5. Lesson Plans - you can upload a copy of a lesson plan here if you like, it is not mandatory.
6. Flags - select any that may pertain to your TTOC.
7. Date - select your date of absence.
8. Times - these are the times YOU are away not the times you need a TTOC. If you are away a full day you would enter the full day as being away. Note - you can override the times and enter them manually to get the proper times based on the actual times, but you must include AM or PM after the time. If you are away for a morning or afternoon only enter those start & end times. Please ensure you put the exact times that you are away.
9. Reason - please ensure you put the correct reason from the drop-down menu for why you are absent.
10. Additional Info - here you can add in again why you are away, for example Illness, Medical Appointment, Discretionary Day, etc. This is a required field.
11. Release Code - you do not need to enter anything here.
12. Then click Add Replacement and a box below will appear when you can enter the times you need a replacement for
13. Date for Replacement - this should match the date that you are away.
14. Times for Replacement - Enter the actual times you need a replacement for, this can be different than the times YOU are away if you do not require a replacement. If you need a replacement for the full day enter your hours for a full day. If only require a replacement for part of the day enter those times only. Please ensure you put the exact times that you need a replacement only.
15. Then click save and if there are no errors you have done it all correctly!