

# Viewing Scheduled Absences

[absence-help.frontlineeducation.com/hc/en-us/articles/115003265947-Viewing-Scheduled-Absences](https://absence-help.frontlineeducation.com/hc/en-us/articles/115003265947-Viewing-Scheduled-Absences)










Any upcoming absences that you have created in absence management can be found under the "Scheduled Absences" tab on your home page. The number on the tab indicates how many absences you have scheduled.

The screenshot displays a calendar interface with three monthly views. A red arrow points to the 'Scheduled Absences' tab, which is highlighted with a blue background and a white circle containing the number '7'. Below the calendar, there is a legend for absence types: 'Absences' (blue square), 'Closed Day' (orange square), and 'In-Service Day' (yellow square). The main content area shows a table of scheduled absences with the following data:

Date	Reason	Location	Duration	Time	Actions
CONFIRMATION # <a href="#">133473093</a> UNFILLED / UNAPPROVED     View Details					
29 Apr - 30 Apr 2014	Professional Day	Vanderbilt High School	Half Day PM	11:31 AM - 3:00 PM	
CONFIRMATION # <a href="#">135105255</a> UNFILLED / UNAPPROVED    View Details					
06 May 2014	Professional Day	Coal Hill School	Full Day	8:00 AM - 3:00 PM	

Each absence is represented by two lines. The top line shows the confirmation number, fill status, and approval status. The second line shows the date of the absence, absence reason, and the times of the absence.

If the absence is a multi-day absence, you can expand it to view the individual days by clicking the **expand icon** (shown below).

Date	Reason	Location	Duration	Time	
CONFIRMATION # <a href="#">133473093</a> UNFILLED / UNAPPROVED    <a href="#">View Details</a>					
29 Apr - 30 Apr 2014	Professional Day	Vanderbilt High School	 Half Day PM	11:31 AM - 3:00 PM	
CONFIRMATION # <a href="#">135105255</a> UNFILLED / UNAPPROVED   <a href="#">Assign Sub</a> <a href="#">View Details</a>					
06 May 2014	Professional Day	Coal Hill School	 Full Day	8:00 AM - 3:00 PM	
CONFIRMATION # <a href="#">135106199</a> UNFILLED / UNAPPROVED   <a href="#">Assign Sub</a> <a href="#">View Details</a>					

Once the absence is expanded, you will be able to see each day on its own line. Collapse the absence by clicking the **collapse icon** (shown above).

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