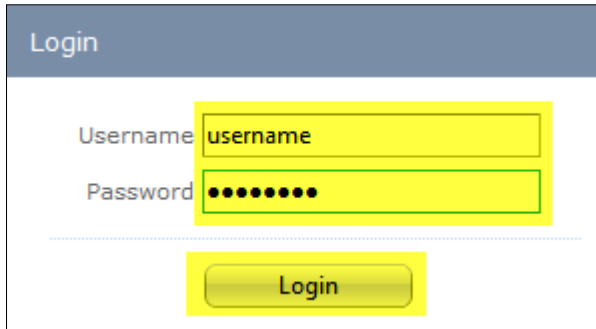


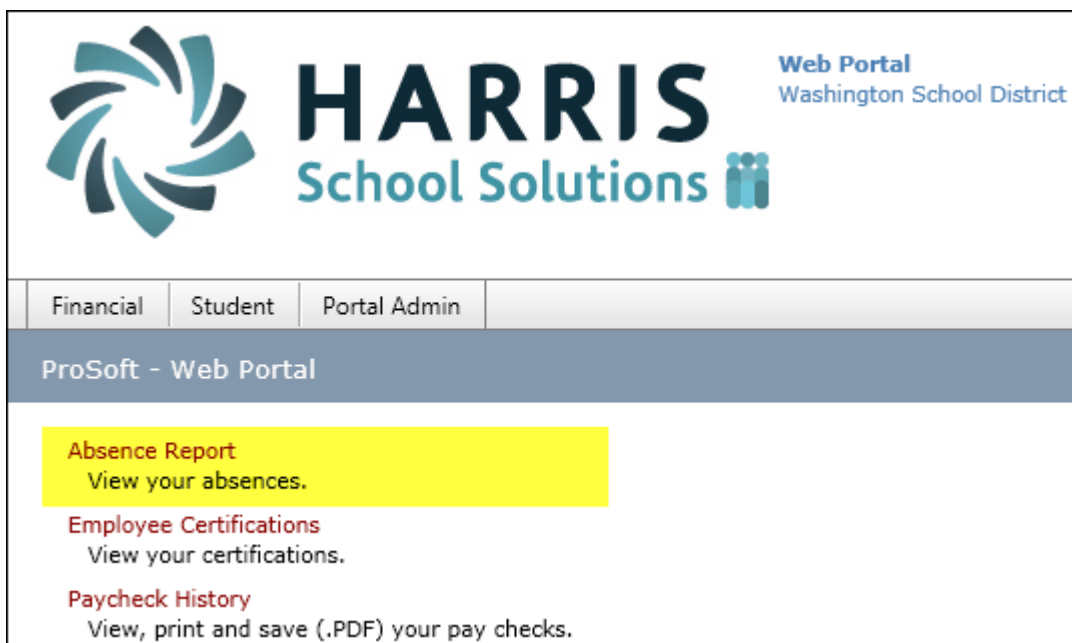
Viewing Your Absences

1. Click the [link to the Web Portal](#), most likely on your school's website.
2. Enter your **username** and **password** then click **Login**.



A screenshot of a login form. The form has a blue header with the word "Login" in white. Below the header, there are two input fields: "Username" and "Password". The "Username" field contains the text "username" and the "Password" field contains seven black dots. Both input fields are highlighted with a yellow border. Below the input fields is a blue "Login" button, also highlighted with a yellow border.

3. Please click [Absence Report](#):



A screenshot of the Harris School Solutions Web Portal. The page features the Harris School Solutions logo on the left, which consists of a stylized teal flower-like icon and the text "HARRIS School Solutions" in blue. To the right of the logo, it says "Web Portal" and "Washington School District" in blue. Below the logo and text is a navigation bar with three tabs: "Financial", "Student", and "Portal Admin". Below the navigation bar is a blue header with the text "ProSoft - Web Portal". Below the header is a list of menu items: "Absence Report" (highlighted in yellow), "Employee Certifications", and "Paycheck History". Each menu item has a sub-link: "View your absences.", "View your certifications.", and "View, print and save (.PDF) your pay checks." respectively.

The **YTD Absence Summary** shows your Beginning and Remaining Balances for the entire year:

YTD Absence Summary					
Group [20] TEACHER				Dates 07-01-2016 to 06-30-2017	
Description	Beg. Balance	Allotment	Taken	Requested	Remaining
Personal	0.00	3.00	0.00	0.00	3.00
Sick	13.00	10.00	0.00	0.00	23.00

The **Absence Detail** lists the dates of each absence. You can use the **dropdown** (next to the words "Absence Detail") to select the beginning month:

Absence Detail							Jul - 2017 to Jun - 2018																				
Description	Type	Date	Day	Length	Comments	Appr	July 2017							August 2017							September 2017						
Vacation	T	06-29-2018	Fri	1.25	VACATION	✓	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
Vacation	T	06-28-2018	Thu	1.25	VACATION	✓	25	26	27	28	29	30	1	30	31	1	2	3	4	5	27	28	29	30	31	1	2
Vacation	T	06-27-2018	Wed	1.25	VACATION	✓	2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
Vacation	T	06-26-2018	Tue	1.25	VACATION	✓	9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
Vacation	T	06-25-2018	Mon	1.25	VACATION	✓	16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
Vacation	T	06-21-2018	Thu	1.25	VACATION	✓	23	24	25	26	27	28	29	27	28	29	30	31	1	2	24	25	26	27	28	29	30
Vacation	T	06-20-2018	Wed	1.25	VACATION	✓	30	31	1	2	3	4	5	3	4	5	6	7	8	9	1	2	3	4	5	6	7
Personal	T	06-19-2018	Tue	1.00	PERSONAL	✓	1	2	3	4	5	6	7	5	6	7	8	9	10	11	3	4	5	6	7	8	9
Vacation	T	06-19-2018	Tue	0.25	VACATION	✓	8	9	10	11	12	13	14	12	13	14	15	16	17	18	10	11	12	13	14	15	16
Personal	T	06-18-2018	Mon	1.00	PERSONAL	✓	15	16	17	18	19	20	21	19	20	21	22	23	24	25	17	18	19	20	21	22	23
Vacation	T	06-18-2018	Mon	0.25	VACATION	✓	22	23	24	25	26	27	28	26	27	28	29	30	1	2	24	25	26	27	28	29	30
Personal	T	06-14-2018	Thu	1.00	PERSONAL	✓	29	30	31	1	2	3	4	3	4	5	6	7	8	9	31	1	2	3	4	5	6
Vacation	T	06-14-2018	Thu	0.25	VACATION	✓	24	25	26	27	28	29	30	29	30	31	1	2	3	4	26	27	28	29	30	1	2
Personal	T	06-13-2018	Wed	1.00	PERSONAL	✓	1	2	3	4	5	6	7	5	6	7	8	9	10	11	3	4	5	6	7	8	9
Vacation	T	06-13-2018	Wed	0.25	VACATION	✓	8	9	10	11	12	13	14	12	13	14	15	16	17	18	10	11	12	13	14	15	16
Sick	T	05-04-2018	Fri	1.00	SICK	✓	21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24
Field Trips	T	04-12-2018	Thu	1.00	DC TRIP	✓	28	29	30	31	1	2	3	25	26	27	28	1	2	3	25	26	27	28	29	30	31
Vacation	T	02-20-2018	Tue	0.50	VACATION	✓	4	5	6	7	8	9	10	4	5	6	7	8	9	10	1	2	3	4	5	6	7
Other	T	02-14-2018	Wed	1.00	COMP TIME FROM BOARD WORKSHOP	✓	31	1	2	3	4	5	6	28	29	30	31	1	2	3	25	26	27	28	1	2	3
Sick	T	02-06-2018	Tue	1.00	SICK	✓	1	2	3	4	5	6	7	4	5	6	7	8	9	10	4	5	6	7	8	9	10
Conferences/workshop	T	02-02-2018	Fri	1.00	CONFERENCE	✓	8	9	10	11	12	13	14	11	12	13	14	15	16	17	11	12	13	14	15	16	17
Conferences/workshop	T	02-01-2018	Thu	1.00	CONFERENCE	✓	15	16	17	18	19	20	21	18	19	20	21	22	23	24	18	19	20	21	22	23	24
Vacation	T	01-09-2018	Tue	0.25	VACATION	✓	22	23	24	25	26	27	28	20	21	22	23	24	25	26	20	21	22	23	24	25	26
							29	30	1	2	3	4	5	27	28	29	30	31	1	2	24	25	26	27	28	29	30
							1	2	3	4	5	6	7	3	4	5	6	7	8	9	1	2	3	4	5	6	7