

## Absence Sheet Instructions

### Locating & Saving:

- Absence sheets are located on our webpage, **[www.marshall.edu/help](http://www.marshall.edu/help)**. Go to: **Resources → For Tutors**
- Click on the appropriate Absence Sheet, either Skills Development or College H.E.L.P., and the Absence Sheet will open in a new tab.
- Click the “Save Icon” in your browser’s window to save the document to your computer, and open the document from where you saved it on your computer **before** filling it out and resaving.

**Completing:** the form should be fairly straightforward, but there are a couple of things to keep in mind:

- The date fields will only take dates in the format of MM/DD/YY. Even if you type in something close to a date, the form will convert it. For example: jan 14, will be automatically converted to 01/14/16 once you click out of the field.
- The field beside “I have this absence recorded as a:” is a drop-down menu. Click the arrow and select the appropriate response. If you select “Other (see comment)” make sure to include an explanation in the comment field below.
- There is a place for the tutor’s name under “Sincerely.” Use it.
- Under the “cc” [Carbon Copy – a list of other people receiving this form] either Sara Barker or Diane Williams is already listed. Make sure to also list the other recipients of the absence form by name. This is generally the parent(s)/guardian(s) of the students.
- **Lock Form:** After you have finished filling out the absence sheet, click Lock Form, and this prevents any further changes to the document. Do not mail out the form unlocked because others could make changes to it. **WARNING: Once you click “Lock Form” it’s locked to you as well! So no further edits can be made.**

### Sending:

- The tutor will need to attach the PDF to an email and send it to:
  - The student
  - Either Sara Barker for a Skills Development absence, or Diane Williams for a College H.E.L.P. absence
  - The tutor’s email
  - The designated parent/guardian recipients
- Note: You should not correspond with parents over email. The Absence Sheet specifically tells the recipient to contact either Sara Barker or Diane Williams with any questions. If you do receive an email from a parent, just forward it on to Sara or Diane.