

Substitute Calling System Process Document

- Find the link for the “Substitute Calling System” under the “For Staff” section on the PCSD website
- Click on the eSchool Solutions image that says “Click to Login”
- Log In
- Click on the “Create Absence” blue button in the upper left-hand corner, a pop-up menu will then appear on the right-hand side



- Click on the “Absence Reason” drop down menu and choose the applicable option
- For some options you are required to enter an “Approval Comment”, for example, if you are attending a workshop/conference you would specify the event here
- If entering in a personal day, you DO NOT need to give a reason for your absence
- Use the calendar to enter the date(s) of your absence, and then click the “Next” blue button in the bottom right of the pop-up menu

- Then select the timeframe of your absence
 - Check with your building to get clarification on the half day (AM/PM) options, or if you should enter specific times using the “Custom Day” option
- If your position does not require a substitute, you can click the “No Sub Required” box. If you are unsure, ask your administrator/supervisor

Schedule

Custom times for each day (Advanced Absence) ☐

Choose this if your absence will need different requirements on different days

Monday : 11/03/2025 ☐ No Sub Required

☐ Full Day
☐ Half Day-AM
☐ Half Day-PM
☒ Custom Day

Absence Schedule

- You then have the option to select your substitute. For “Specify” and “Prearranged” an additional box will appear, where you can enter the name of the substitute you desire or have arranged ahead of time

Substitute

☒ Best Match
☐ Specify
(Note: The specified substitute will be typically the first person offered the job, based on district settings)
☐ Prearranged
(Note: The selected substitute has already agreed to sub for this job and gets the job assigned)

☒ Allow substitute to send additional messages for this job
☐ Allow substitute to view my email address

Class Instructions

Class plans and rosters will be on the teacher desk in the classroom. Thanks for subbing!

Characters Remaining: 911

Add Files

- Once you hit submit, it will bring you back to your “Absences” home page where you began. Your pending request will appear and will change to approved once it has been reviewed by your supervisor/administrator. You will also receive several emails showing the creation of your absence, that it has been submitted for approval, and once it has been approved