

### Cancel An Absence

If an absence has been logged in ADS that will no longer occur, the absence must be cancelled no later than two hours prior to the start of the absence. To cancel, access the system, and follow the prompts to cancel. If a replacement has already been dispatched, ADS will notify the TOC of the cancellation, and the TOC will be considered for other assignments.

### Close a Dispatch

If after a multiple day assignment has begun the number of days needs to be reduced, follow the prompts to 'Close a Dispatch'. Give no less than two hours prior notice so the TOC can be considered for other assignments.

### Change Your Phone Number

Follow the prompts to change your phone number in ADS. Note: this changes your district contact phone number.



### Helpful ADS Phone Tips!

All codes entered must be followed by pressing the # key  
Return to main Menu by pressing \* key then 1  
Increase the volume by pressing # key then 3  
Decrease the volume by pressing # key then 2

### IMPORTANT!



In ADS phone, if you hang up before you are given the absence ID number, your absence is not recorded and a replacement will not be dispatched!

## Web Absence Entry



1. Access ADS Web by using the Enter your user name and your password (just as you would when opening your school computer in the morning)
2. Click on the tab for **My Absences**, hover over **Time Entry** and then click on **Absence Entry**.
3. Choose a reason for the absence (from the drop down box). Click **Next**.
4. Choose either a single day or range of days. For a single day, only one calendar will appear. For a range of days, choose the start day from the first calendar and the end date from the second calendar. Click **Next**.
5. Check the details, if they are correct, click **Next**. You may enter multiple days and change the time and/or the replacement for each day if necessary. Click on the **Help** icon (top right hand side of the screen) for a more detailed description for multiple day entries.
6. Do you need a replacement? Yes or No. If yes, does that person work the same hours as you? Yes or No. Click **Next**.
7. Select up to four subjects and levels from the drop down boxes.
8. Double check the information, especially start and end times. If everything looks correct Click **Submit Absence**.
9. Record your job number and/or you can print off a receipt.

### **Info Required when Logging an Absence:**

- ⇒ the absence code (must match the approved leave request);
- ⇒ date(s) of absence enter as **YYMMDD** (cannot select more than 1 week);
- ⇒ time of absence enter as HHMM using the 24 hour clock;
- ⇒ Location;
- ⇒ replacement needed or not (Note: the option to select a particular employee is not activated);
- ⇒ subject(s) and grade level; and
- ⇒ leave a message for the employee. Such as special school event for that day, or specific expectations.



School District No. 53  
(Okanagan Similkameen)

## Automated Dispatch System (ADS)

### Quick Reference Guide For Teachers



### **ADS Phone Access:**

250-498-0329 or 1-888-601-4111

or

### **ADS Web Access:**

'SD53 Web Login'

on FirstClass 'All Staff' desktop or  
on <http://www.sd53.bc.ca/staff>

<b>Employee #:</b>	
<b>PIN #:</b>	

Absences may be logged  
24 hours a day, 7 days a week.

## Automated Dispatch System (ADS)

School District No. 53 uses the Automatic Dispatch System (ADS) to record teacher absences and to dispatch replacements. Access to ADS is either by:

Phone : 250-498-0329 or 1-888-601-4111 (enter your employee number and PIN # followed by the # key), OR

Web: <http://www.sd53.bc.ca/staff>

### ADS Activation

To activate the system, phone in and record your name. The system is not active until this step is complete.

### ADS search

The system searches for a replacement on a rotation basis in the following order:

- 1) a TOC who is qualified to teach the subject,
- 2) a TOC who is qualified to teach a like subject (i.e. History is *like* Social Studies),
- 3) a TOC who is willing to, but not qualified to teach the subject (i.e. has taught Home Ec. in the past but does not have a minor in the subject),
- 4) as a last resort the system calls all TOCs who are available to teach that day in that school.

### Dispatch Times

Once a replacement is found, the system phones and offers assignments during the following times:

- ◇ up to 45 minutes before the absence starts
- ◇ Up to 4 days prior to the absence start
- ◇ Monday to Friday starting at 6:00 am
- ◇ Sunday to Thursday between 5:00 & 7:00 pm

### Inquire On An Absence

Once the absence is recorded in ADS, you can access the system and confirm a replacement has been found. It is important to remember ADS does not begin searching for a replacement until four days prior to the absence start date.

## Teacher Absence Codes

ADS #	Description	ADS #	Description
53	Aboriginal	49	Mentoring
20	Adoption	50	Other
18	BCCT or Ministry	32	Paternity
19	BCTF	33	Pro-D (Personal)
21	Bereavement	42	School Based Activity
56	Chaperone	39	SOSTU Business
23	Compassionate	5	Special Services (Counselling)
25	Discretionary	4	Special Services (Critical Response)
22	Elected Office or Community Service	1	Special Services (Other)
10	ESL	38	Special Services (School)
52	French	51	Staff Development (District)
40	General Leave (Unpaid)	45	Staff Development (School)
58	Health & Safety	41	Time in Lieu
35	Illness or Medical	29	Workplace Injury
30	Jury or Witness Duty		

### Level Codes

0 = KINDERGARTEN	9 = GRADE 9
1 = GRADE 1	10 = GRADE 10
2 = GRADE 2	11 = GRADE 11
3 = GRADE 3	12 = GRADE 12
4 = GRADE 4	13 = GRADE K - 3
5 = GRADE 5	14 = GRADE K - 7
6 = GRADE 6	15 = GRADE 8 - 10
7 = GRADE 7	16 = GRADE 4 - 7
8 = GRADE 8	17 = GRADE 8 - 12

## Subject Codes

Code #	Subject	Code #	Subject
47	ALTERNATE ED	24	GEOLOGY
1	ART	29	HISTORY
17	BAND	8	HOME ECONOMICS
20	BIOLOGY	28	LAW
2	BUSINESS ED	56	LEARNING ASSISTANCE
13	CALCULUS	11	LIBRARY TEACHER
33	CAREERS	7	LITERATURE
21	CHEMISTRY	12	MATH
6	COMMUNICATIONS	14	MUSIC
25	COMPUTER STUDIES	18	PHYSICAL EDUCATION
3	DRAMA	22	PHYSICS
23	EARTH SCIENCE	32	PSYCHOLOGY
5	ENGLISH	19	SCIENCE
35	ESL	27	SOCIAL STUDIES
9	FRENCH	10	SPANISH
0	GENERAL	36	SPECIAL EDUCATION
30	GEOGRAPHY	34	TECHNOLOGY ED
		51	TOURISM

## Location Codes

- 14 Cawston Elementary
- 2 Okanagan Falls Elementary
- 3 Oliver Elementary
- 6 Osoyoos Elementary
- 8 Osoyoos Secondary
- 21 Similkameen Elementary/ Secondary
- 1 Southern Okanagan Secondary
- 7 Tuc-el-Nuit Elementary
- 99 YouLearn.ca - Distributed Learning
- 16 YouLearn.ca - Keremeos (CE)
- 12 YouLearn.ca - Oliver (CE)
- 13 YouLearn.ca - Osoyoos (CE)