# How To Call in an Absence Request

1. Dial **1-877-945-5782** (1-877-WILLSUB)
2. Enter your user ID, then #
3. Enter your PIN, then #
4. Select your request type:
   - **1. Absence Request**
     a. Enter your 2 digit Leave code
   **NOTE: You may find your district’s leave codes under the ‘Information’ menu in your WillSub account or in the school office.**
   - 7-Cancellation
   - 9-Record Voice Signature
5. Select your request options
   - a. Full next day
     i. Press “1” to accept
     ii. Press “2” to accept without a sub
     iii. Press “3” to reschedule
   - b. Partial next day
     i. Press “1” for arriving late
     ii. Press “2” for departing early
     iii. Enter in 24 hour format (i.e. 1430=2:30pm)
     iv. Press “1” to accept, Press “2” to accept without a sub or Press “3” to reschedule
   - c. All other dates
     i. Enter start date (MMDDYY)
     ii. Enter number of days
     iii. Enter full or partial day
     iv. Press “1” to accept, “2” to accept without a sub or “3” to reschedule

# How To Enter an Absence Request Online

To enter an absence request online, visit [www.willsub.com](http://www.willsub.com), and enter your WillSub user ID and PIN.

Requests for days off can be entered in two ways online:
1. **Regular**—this is when you would like to have WillSub look for a sub for you.
2. **Pre-arranged**—this is where you and the sub have already agreed upon a date they will sub for you.

### To enter a regular request:
1. Go to “Requests,” “New,” and choose “Regular Request”
2. Complete the required information
3. Hit the “Finish” button

### To enter a pre-arranged request:
1. Go to “Requests,” “New,” “Pre-arranged”
2. Enter the date, select the sub you have already spoken with, then complete the information to enter the request
3. Hit the “Finish” button

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## Choosing Preferred and/or Excluded Subs

* You may add and delete subs from this list whenever you would like. These subs will have first priority to your requests, then, if these subs are already working, WillSub will start contacting subs from the general list.

By choosing My Excluded Subs, you will create a list of subs you do not care to have in your classroom.

1. Go to the “Information” menu
2. Choose “Preferred” or “Excluded” subs
3. Highlight the desired subs to add or exclude from the list