



1. Log on www.jacobssubservice.com with your Great Neck email address
2. Your password is the last 4 digits of your home or cell phone number
3. Enter the dates of your absence
4. Enter your grade and subject. Elementary class room teachers may type "all" for subject
5. **Secondary teachers** need to enter the specific "**teaching periods**" that they need covered.
6. Elementary teachers may type "all" "am only" or "pm only"
7. Click the reason for absence
8. Click on "save/update absence"
9. You may go in at any time to change, update or delete any absences
10. Please indicate if there is no sub required
- 11. ALL SAME DAY ABSENCES MUST BE CALLED IN TO THE SUB LINE AFTER 4AM TO INSURE THAT THEY ARE RECEIVED AND COVERED FOR THE DAY**
12. This is NOT an email program, you must sign into the system to log your absence.