

# SUBJECT AND LEVEL CODES

## SUBJECT CODES

### Number Description

05	ART (VIS, PAINT, DRAW, SCULP)
48	AUTO/METAL/WOODWORK
07	BAND
08	BIOLOGY
09	BUSINESS EDUCATION
10	CAFETERIA
11	CALCULUS
12	CHEMISTRY
13	CHOIR
14	CLOTHING AND TEXTILE
15	COMMUNICATIONS
16	DANCE
17	DRAFTING
18	DRAMA
20	ENGLISH
19	ENGLISH AS A SECOND LANGUAGE
21	FAMILY STUDIES
22	FINE ARTS
23	FOODS & NUTRITION
25	FR IMMERSION ELEMENTARY
26	FR IMMERSION SECONDARY
24	FRENCH AS A SECOND LANGUAGE
53	GENERALIST (Elem./Middle)
27	GEOGRAPHY
28	GEOLOGY
29	GERMAN
30	HISTORY
52	HOME ECONOMICS
31	HUMANITIES

32	INFORMATION TECHNOLOGY
33	JAPANESE
01	KINDERGARTEN
35	LAW
34	LEARNING ASSISTANCE
60	LEARNING SUPPORT SERVICES
36	LIBRARY
39	MATH
55	MECHANICS/TECH ED
59	MUSIC
40	PHYSICAL EDUCATION
41	PHYSICS
74	PLANNING
42	PSYCHOLOGY
43	PUNJABI
44	SCIENCE
45	SOCIAL STUDIES
46	SPANISH
47	SPECIAL EDUCATION
50	TOURISM
49	VISUAL ARTS
56	WOODWORKING/TECH ED
51	WORK EXPERIENCE
54	YEARBOOK

## LEVEL CODES

### Number Description

1	Primary (K-3)
2	Intermediate (4-7)
3	Primary and Intermediate (K-7)
4	Middle School (6-8)
5	Secondary (9-12)

Phone: (604) 859-3006

# AADS INFORMATION

EMPLOYEE # \_\_\_\_\_

PIN # \_\_\_\_\_

AADS PHONE NUMBER: (604)-859-3006

TOC Dispatch: (604)-852-2366 Local: 1253

## AADS WILL DISPATCH AT THE FOLLOWING TIMES:

Weekdays	05:00-13:00	16:00-22:00
Friday A.M.	05:00-13:00	NONE
Friday P.M. & Saturday	NONE	NONE
Sunday	NONE	16:00-22:00
Holiday	NONE	16:00-22:00

## Absence Logging Parameters:

- Absences may be logged 24 hours a day, 7 days a week.
- A TOC will be assigned unless a teacher cancels their request 3 hours before the start of a school day.

In addition to booking a TOC through AADS, teachers are also asked to contact their Administrator/School to inform them of their absence.

# School District #34 (ABBOTSFORD)

## Abbotsford Automated Dispatch System (AADS)

## TEACHERS EMPLOYEE QUICK REFERENCE



Our Students  
Our Community  
Our Future

Phone: (604) 859-3006

# ABSENCE LOGGING

## FOR TELEPHONE USE:

### For Your Information

- All codes entered must be followed by pressing the # key
- Dates must be entered as YYYYMMDD
- Times must be entered as HHMM using the 24 hour clock
- Exit back to the Main Menu by pressing \* then 1
- Increase the volume of AADS by pressing # and 3
- Decrease the volume of AADS by pressing # and 2

### QUICK ABSENCE ENTRY: TO ENTER A SINGLE or OPEN ENDED ABSENCE

1. Call the AADS system phone number (604) 859-3006, enter your employee number and PIN number followed by the # key, press 1 for the *Absence Logging* option then press 1 to LOG AN ABSENCE.
2. Enter your ABSENCE REASON CODE followed by the # key.
3. The AADS system speaks your absence reason. To accept absence reason press 1, to re-enter the reason press 2, or to replay the reason press 3.
4. For a single day absence press 1, for a range of days (up to 3 days) press 2. Any requests longer than 3 days must go directly to Human Resources Dispatch (604) 852-2366, Extension 1253).
5. Enter the starting date you are absent as YYMMDD followed by the # key.

6. The AADS system speaks the dates absent. If the dates entered are correct press 1, to re-enter the dates press 2 or to replay the dates press 3.

7. The AADS system will now speak your absence information (schedule). Press 1 if the schedule is correct. Press 2 for specific hours. Press 3 to replay the schedule.

8. Press 1 if you require a replacement during your absence.

Press 2 if you do not require a replacement. Skip to step 13.

9. Press 1 if the replacement is needed for the entire absence, then skip to step 10. Press 2 if the replacement is only required for part of the absence.

Enter the replacement hours required. Press 1 for a full day, 2 for specific hours, 3 if a replacement is not required.

10. Enter the SUBJECT CODE followed by the # key. Enter the LEVEL CODE followed by the # key.

11. Press 1 to enter another SUBJECT and LEVEL or press 2 to continue to the next step.

12. Press 1 to leave a message for the replacement. Press 2 to skip this option.

13. Press 1 to finalize your absence. Press 2 to cancel your absence. Make a note of your AADS Absence ID number. To listen to your absence ID again press 1, to hang up press 2, to return to the main menu press 3.

**IMPORTANT – Please wait for the Automated Dispatch System to supply your Job ID#. You need the Job ID # to inquire, cancel or close your absence.**

## FOR AADS WEB USE:

**From Your Home Computer:** Go to the address line and enter:  
<http://ams.sd34.bc.ca/live/servlet/Broker> or go to the School District website, click on Employees on the left side bar and then click on Abbotsford Automated Dispatch System (AADS). Add it to your favorites.

Enter your user name and your password (just as you would when opening your computer in the morning). Click on the tab for My Absences and then Absence Entry.

Choose a reason for the absence. Click Next.

Pick either a single day or if it is more than one day, choose a range of days (up to 3 days). If it is a single day, only one calendar will appear. If it is more than one day, you may choose the start date from the first calendar and then choose the end date from the calendar on the right. Click on the end date and click on Next.

Check the details. If they are correct, click Next. Do you need a replacement? Yes or No. If yes, will that person work the same hours as you? Yes or No. Do you want to request a particular person to replace you? Yes or No. Click Next.

If you wish to request a substitute, click on the binoculars and type in the first three letters of the person's last name. Choose from the drop down list. Click on Next. If everything looks correct, click on Submit Absence.

Record your confirmation number or choose the print record button (if a paper copy is required).

You may view your own information at this site. If the information listed is incorrect, please check with your school secretary or Human Resources Dispatch (604) 859-4891 (Local 1253) to make corrections.

**When you have completed all transactions, click Logout.**

# ABSENCE REASON CODES

AADS Number	DESCRIPTION
1	ILLNESS MIDDLE/ELEMENTARY
2	ILLNESS SECONDARY
3	MEDICAL/DR APPT - SECONDARY
4	MEDICAL/DR APPT - MIDDLE/ELMENTARY
5	APPROVED LEAVE OF ABSENCE

**All LOA (Leaves of Absence) must receive approval from the District Principal, Education Staffing. LOA forms are available at your school site.**

**Examples of Approved Leaves of Absence include:**

Abbotsford Dist. Teachers' Assoc.  
Adoption Leave  
BC Teachers' Federation  
Bereavement Leave  
Graduation Leave  
Jury Duty  
Leave Less TOC Cost  
Leave of Absence Unpaid  
Leave with Pay  
Paternity Leave  
Subpoena to Court  
Third Party Billing