

## SCHOOL DISTRICT #35 (LANGLEY)



### TEACHING STAFF (updated)

**ADS PHONE NUMBER:** 604-532-1454  
**HELP / EMERGENCY LINE:** 604-532-1400  
when prompted: 1 then 210

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

### EMPLOYEE REFERENCE

#### ADS WILL DISPATCH AT THE FOLLOWING TIMES:

WEEKDAYS	5:15 AM (ALSO MANUALLY)
FRIDAY / SATURDAY	NONE
SUNDAYS	6:00 PM - 10:00 PM
STAT HOLIDAYS	6:00 PM - 10:00 PM

### FYI

- All codes entered must be followed by pressing the #
- Dates must be entered as YYMMDD
- Exit back to the Main Menu by pressing \* then 1
- Increase the volume of ADS by pressing # and 3
- Decrease the volume of ADS by pressing # and 2

### ABSENCE LOGGING PARAMETERS

- Absences can be logged 24 hours a day, 7 days a week.
- Absences must be closed or cancelled at least two hours prior to the assignment start time.
- Schools will receive a fax each morning listing all absent and dispatched employees.

### DISPATCHING PARAMETERS

- Absences for the next day will be dispatched in the evening between 6:00 pm – 10:00 pm, Monday through Thursday. Current-day absences will be dispatched starting at 5:15 am, Monday to Friday, and from Sunday evening to Thursday evening for next and future day assignments.
- When ADS is dispatching, and there is no answer at the requested TOC's regular phone number, ADS will call the

backup phone number (if it has been provided) every hour up until the morning, before moving on to the next TOC.

- Dispatched employees will be notified of closed or cancelled assignments during either the evening or morning call-out times.

### ABSENCE ENTRY (Menu Option 1)

#### TO ENTER A SINGLE or OPEN ENDED ABSENCE

Call the ADS system phone number, enter your employee number and PIN followed by the # key, press 1 for the *Absence Logging* option then press 1 to LOG AN ABSENCE.

1. Enter your ABSENCE REASON CODE followed by the # key.
2. The ADS 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.
3. For a single or partial day absence press 1, for a range of days press 2, or for an open ended absence press 3. (*If you log an open-ended, you must close it when you return to work to cancel the TOC. See Menu Option 3*)
4. Enter the date you are absent in the format of YYMMDD followed by the # key. If you are entering a range of dates, **you need to enter a start date and an end date.**
5. The ADS system speaks the date(s) absent. If the dates entered are correct press 1, to re-enter the dates press 2 or to replay the dates press 3.
6. Enter the location code followed by the # key. For a full day press 1, for a.m. only press 2, or for p.m. only press 3. **Note: Teachers do not change their hours.** Even if you only teach 1 block in an am, the TOC must be in attendance for 1 full am. etc.
7. The ADS system will now speak your absence information (assignment). If you selected an OPEN-ENDED ABSENCE the ADS system will speak your weekly schedule.
  - Press 1 if the schedule is correct and skip to step 9.
  - Press 1 for a full day, 2 (not applicable for teachers), or 3 if you will not be absent.
    - For an OPEN-ENDED ABSENCE: Press 1 if this schedule is to be worked for the entire absence. Press 2 to enter a different schedule for the next day.
    - 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, then skip to step 15.

9. Press 1 to request a particular employee or press 2 if you do not have a request.
10. Press 1 to request by employee name, press 2 to request by employee number, or press the # key to continue to the next step.
11. Press 1 if the replacement is needed for entire absence, then skip to step 12. Press 2 if the replacement is only required for part of the absence. Enter when the replacement is needed.
12. Press 1 for a full day, 2 (not applicable for teachers), 3 if a replacement is not required.
13. Enter the **Subject Code** followed by the # key. Enter the **Level Code** followed by the # key. Press 1 to enter another Subject and Level or press 2 to continue to next step.
14. Press 1 if your classroom is wheelchair accessible, press 2 if it is not wheelchair accessible.
15. Press 1 to leave a message for the replacement. **Please speak the grade** you are teaching. Please DO NOT start your message with the name of the person you have requested. If that TOC is not available, it is confusing the next TOC the system calls.
16. Press 1 to finalize your absence or to cancel your absence press 2. Make a note of your ADS 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 – Wait for the ADS system to speak your Absence ID#. IF YOU HANG UP BEFORE THIS NUMBER IS SPOKEN, the SYSTEM ASSUMES YOU HAVE CHANGED YOUR MIND and CANCELS the REQUEST! You will also need this to inquire, cancel, or close your absence.**

### INQUIRE ON AN ABSENCE (Menu Option 2)

(To check who has been dispatched - *do not* inquire on a *dispatch*, see #3 below.

1. Call the ADS system phone number, enter your employee number and PIN followed by the # key and press 2 to *INQUIRE ON AN ABSENCE*.
2. Press 1 and enter your Absence ID#, followed by the # key.
3. Press 1 to listen to the details of the absence. Press 4 to find out who has been dispatched to replace you.

**CLOSE AN OPEN-ENDED ABSENCE (Option 3)**

1. Call the ADS system phone number, enter your employee number and PIN followed by # and press 3 to Close An ABSENCE. *(If you do not close an open-ended assignment through the ADS system, the TOC cannot be called out for another assignment.)*
2. Press 1 and enter your ADS Absence ID#, followed by the # key.
3. Press 4 and enter the date (YYMMDD) you are returning to work followed by the # key.
4. Press 1 to complete the process.

**CANCEL AN ABSENCE (Menu Option 4)**

NOTE: You can ONLY cancel an absence that has not begun.

1. Call the ADS system phone number, enter your employee number and PIN followed by the # key and press 4 to CANCEL AN ABSENCE.
2. Press 1 and enter your ADS Absence ID number followed by the # key.
3. Press 4 to cancel the absence.
4. Press 1 to complete the process.

**GENERAL EMPLOYEE OPTIONS**

**CHANGE YOUR PIN (Menu Option 5, 1)**

1. Call the ADS system phone number, enter your employee number and PIN followed by # and press 5, then 1.
2. Enter your new PIN # followed by the # key. It must be a minimum of 4 digits.

**CHANGE YOUR PHONE NUMBER**

**(Menu Option 5, 2)**

1. Call the ADS system phone number, enter your employee number and PIN followed by # and press 5 then 2.
2. Press 2 to enter your backup phone number, followed by the # key.  
(Be sure to enter your area code.)

**RE-RECORD YOUR VOICE (Menu Option 5, 3)**

1. Call the ADS system phone number, enter your employee number and PIN followed by # and press 5 then 3.
2. Speak your full name followed by the # key.

**ABSENCE CODES - (TEACHING)**

71	Accreditation	
19	Admin Duties	
34	BCTF Business	(Art. 97)
17	Bereavement/Compassionate	(Art.106.1)
25	Competition Leave	(Art. 114)
14	Court/Jury Duty	(Art. 111.1)
36	District Committees	
22	Examination Leave	(Art. 112)
13	Family Illness	(Art. 105)
16	Field Trip	
21	Graduation Leave	(Art. 113)
1	Illness (3 consecutive days or less)	(Art 94.4)
4	Illness (over 3 consecutive days)	
23	In Lieu of Days Worked Beyond School Year	(Art. 74.4b)
18	In Lieu of Stat Holidays	(Art. 62.6b)

**Level Codes**

1	Kindergarten
2	Primary (Gr. 1-3)
3	Intermediate (Gr. 4-7)
4	Secondary (Gr. 8-12)
5	District

45	Instructional Services	
33	LTA Business	(Art. 97)
32	LTA Contract Negotiations	(Art. 97)
20	Marriage Leave	(Art. 110)
1	Medical & Dental Appointments (note code # change)	
99	Other	
10	Paternity/Adoption Leave	(Art. 103/104)
11	Personal Day	(Art. 109)
50	Pro D – Joint District	
15	Pro D – School	
67	Program Implementation	
41	School Based Team	
3	Workers Compensation/ICBC	(Art.94.4 & 71.2)

**SUBJECT CODES**

1	General – Elementary
2	Art
3	Band
4	Biology
5	Business Education
6	CAPP
7	Chef/Cook Training
8	Chemistry
125	Computers
9	Counseling
10	Dance
11	Drama/Theatre
12	Earth Science
13	English
108	ESL
14	French Immersion
111	French
15	Geography
16	German
17	Gifted
112	Hearing Impaired

18	History
19	Home Economics
20	Humanities
21	Japanese
33	Language Arts
22	Learning Assistance
113	Library
23	Mandarin
24	Math
25	Music
26	Pathfinder
32	P.E.
27	Physics
31	Resource
115	Science
28	Social Studies
29	Spanish
30	Special Education
120	Technology

**LOCATION CODES**

04	Aldergrove Sec	40	Langley Fine Arts
116	Apex Secondary	90	Lang.Fund. Elem
06	Brookswood Sec	42	Lang.Fund.Middle
08	DW Poppy Sec	41	Langley Meadows
10	HD Stafford Sec	47	Murrayville
11	Langley Sec	49	Nicomekl
13	R.E.Mountain Sec	57	Noel Booth
14	Walnut Grove Sec	59	North Otter
15	L.E.C.	61	Otter
17	Aldergrove Elem	63	Parkside
18	Alex Hope	65	Peterson Road
19	Alice Brown	67	Shortreed
23	Belmont	69	Simonds
24	Betty Gilbert	71	South Carvolth
25	Blacklock	73	Topham
27	Bradshaw	75	Uplands
29	Coghlan	77	West Langley
31	County Line	79	Willoughby
82	Dorothy Peacock	81	Wix Brown
33	Douglas Park	9101	D/S – Spec Serv.
35	Fort Langley	9102	D/S – Stud. Serv.
36	Gordon Greenwood	9103	D/S – Mod. Lang
37	Glenwood		
94	James Hill		
38	James Kennedy		