

## Bulk Load Absences

*Bulk Load Absences*  
*February 21, 2025*

We're happy to announce that tracking student absences just got easier with the new ability to bulk load absences! Student absences can affect deadlines and reporting. In the past, users needed to manually enter absences on a student's **Details** tab for them to influence deadline calculations or reports. At SameGoal, we're committed to improving workflow efficiency and saving our users time, which is why we're very excited about the new bulk loading feature for absences!

Student Absences		
Start	End	Comments (optional)
02/10/2025	<input type="text"/>	Excused <input type="button" value="x"/>

### Steps *To bulk load absences:*

1. While logged in as an admin user, navigate to **Settings > District Information > Absences Bulk Loader**.
2. Click **add Cutover Date**.
3. Enter in a cutover date. Only absences after the specified cutover date will be included in the load.
4. Navigate to **Settings > Bulk Loader**.
5. Click **Choose File** next to **Absences**.
6. Select a .CSV file to upload. The file must be in the required format.
7. Click **Load**. Once absences are loaded, they will be stored on a student's **Details** tab.

 **Tip** The bulk load will not work if you have not set a cutover date.

 **Tip** End dates are not included in the bulk load.

