



Frontline Central

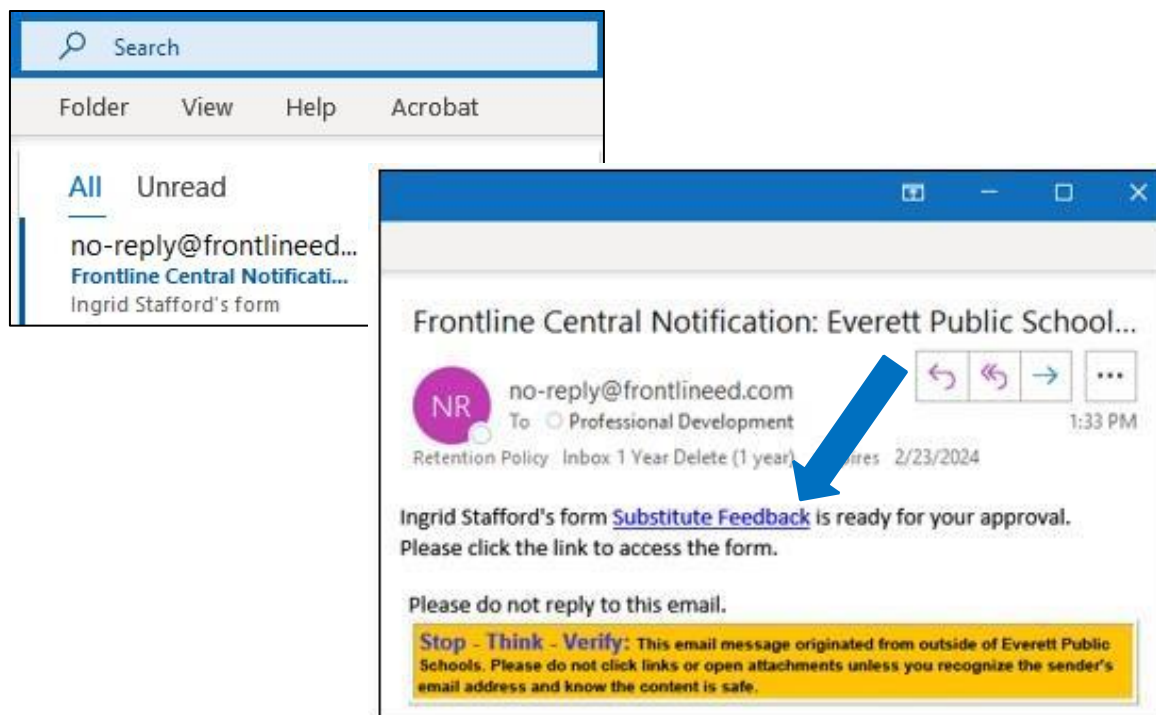
Substitute Feedback: Acknowledgement

The Substitute Feedback form in Frontline Central has a 4-step workflow. As a building supervisor your role is to confirm communication with the substitute and submit the form to HR in step 2. You might start the form (step 1) and will also approve your form (step 2) or you may only approve the form if one of your staff started it.

Please follow along step 2 guide for Supervisor Acknowledgement and to submit the form to HR.

When a form is started and submitted by one of your staff, you'll receive the following email **From:** no-reply@frontlineed.com – **Subject:** [Frontline Central Notification: Everett Public Schools –Substitute Feedback is ready for your approval.](#)

If you log into [Frontline Central](#) before clicking the email link the form will open directly to the approval step 2 and you will not have to take the steps to find the form on the next page.





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Substitute Feedback: Acknowledgement

Follow along here if opening the form without the email link.

Log into [Frontline Central](#) > Track Forms > In Progress > Select form name and continue to Supervisor Acknowledgement.

Review the employee recollection of substitute assignment details and approve or deny the recommendation for future assignments.

Employee or supervisor MUST provide feedback to the substitute

For additional documents and training please review these guides in [Docushare](#).

Contact [SubServices](#) if you have substitute related questions. Please let me know if you are experiencing any difficulty with this form or the tip sheet.

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