



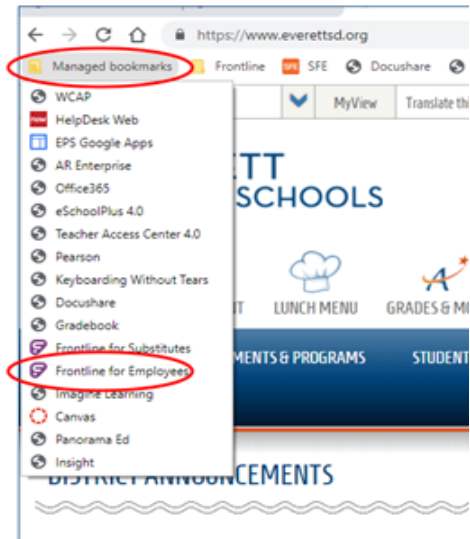
Absence Management

LOGGING IN ON THE WEB

Frontline for Employees (Managed Bookmarks in Google Chrome)

<https://login.frontlineeducation.com/sso/everettsd>

If you have not yet logged into Frontline with the new link, please do so. No log in credentials will be required within the district network.



CREATING AN ABSENCE

You can enter a new absence from your Absence Management home page under the **Create Absence** tab.

Enter the absence details including the date of the absence, the absence reason, notes to the administrator or substitute, etc. and attach any files, if needed. You can then click **Create Absence**.

Absences

Closed Day

In-Service Day

Create Absence

3 Scheduled Absences

1 Past Absences

0 Denied Absences

Please select a date

Need more options? Advanced Mode

April 2018

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Substitute Required

Yes

Absence Reason

Select One

Time

Please enter a valid time range using the HH:MM AM format.

Full Day

07:00 AM to 03:00 PM

Notes to Administrator

(not viewable by Substitute)

255 character(s) left

Notes to Substitute

255 character(s) left

FILE ATTACHMENTS

DRAG AND DROP FILES HERE

Choose File No file chosen

Shared Attachments

Helpful Hint:

You can select multiple days individually or click-and-drag to select a range of dates.

Cancel

Create Absence

MANAGING YOUR PIN AND PERSONAL INFORMATION

Using the “Account” option, you can manage your personal information, change your PIN number, upload shared attachments (lesson plans, classroom rules, etc.), manage your preferred substitutes, and more.

Personal Info	Personal Info
Change Phone Pin	General Information Name: Amy Pond Phone: 6105553747 Email Address: Apond@education.com Title: Room Number: Main Office Language: English Your language preference can be changed in your Account Settings .
Shared Attachments	
Preferred Substitutes	
Excluded Substitutes	
Absence Reason Balances	
Address	

HELP RESOURCES
CONTACT YOUR ORGANIZATION Victoria County School District Eric Owens Phone: (555) 849-9075
Frontline Support

GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or need more information about a specific topic, click **Help Resources** and select **Frontline Support**. This opens a knowledge base of help and training materials. You may also contact Human Resources at ext. 4111 or 4114.

ACCESSING ABSENCE MANAGEMENT ON THE PHONE

In addition to web-based, system accessibility, you can also create absences, manage personal information, check absence reason balances, and more, all over the phone.

To call the Absence Management system, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign) and then your PIN number (followed by the # sign).

Over the phone you can:

- Create an absence (within the next 30 days) – **Press 1**
- Review upcoming absences – **Press 3**
- Review a specific absence – **Press 4**
- Review or change your personal information – **Press 5**

If you create an absence over the phone, please note the confirmation number that the system assigns the new absence, for future reference.

