



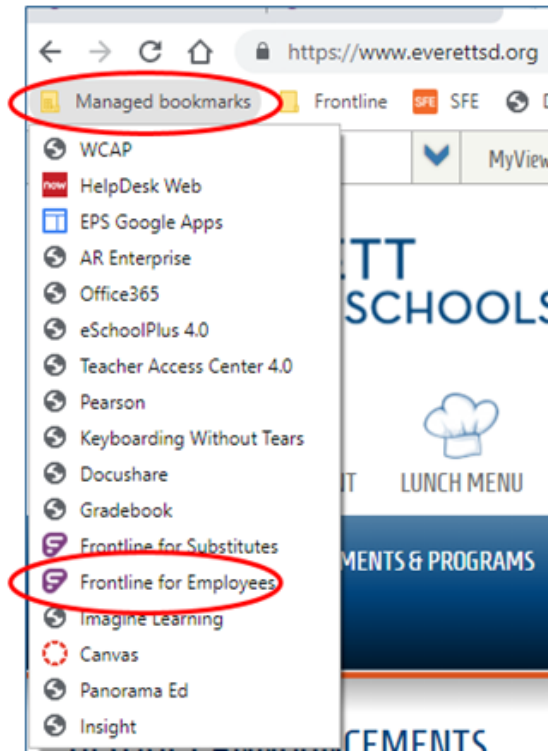
Absence Management

LOGGING IN ON THE WEB

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

No log in credentials will be required within the district network.

You will find Frontline for Employees in the Managed Bookmarks on Google Chrome.



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 administrator or substitute, and attach any files.

Enter your work schedule if it is different than what is showing, remember to deduct any unpaid break period(s). Choose Yes/No if you need a sub.

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

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

Notes to Administrator (not viewable by Substitute)

Notes to Substitute

FILE ATTACHMENTS

DRAG AND DROP FILES HERE

No file chosen

Shared Attachments

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

MANAGING YOUR PREFERRED SUBSTITUTE LIST

Personal Info	Preferred Substitutes List				
Change Pin	Substitutes included on this list will be to five subs as your top favorites. If the Note: The number of favorites you can sel				
Shared Attachments	<input type="checkbox"/> <input type="checkbox"/>				
Preferred Substitutes	<table border="1"> <thead> <tr> <th>Order</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Blackstone, Amie (No Rating)</td> </tr> </tbody> </table>	Order	Name	1	Blackstone, Amie (No Rating)
Order	Name				
1	Blackstone, Amie (No Rating)				
Absence Reason Balances					

To access the "Preferred Substitutes" page, select Account in the side navigation.

Select the Preferred Substitutes tab then the Add Substitute(s) button.

This will open up the substitute selection page. Here, you can find the substitutes you want by searching by the substitute's last name, filtering by the first letter of the substitute's last name, or just browsing the list of substitutes.

ACCESSING ABSENCE MANAGEMENT ON 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. In most cases your ID will be your home phone and PIN your employee ID.

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**

