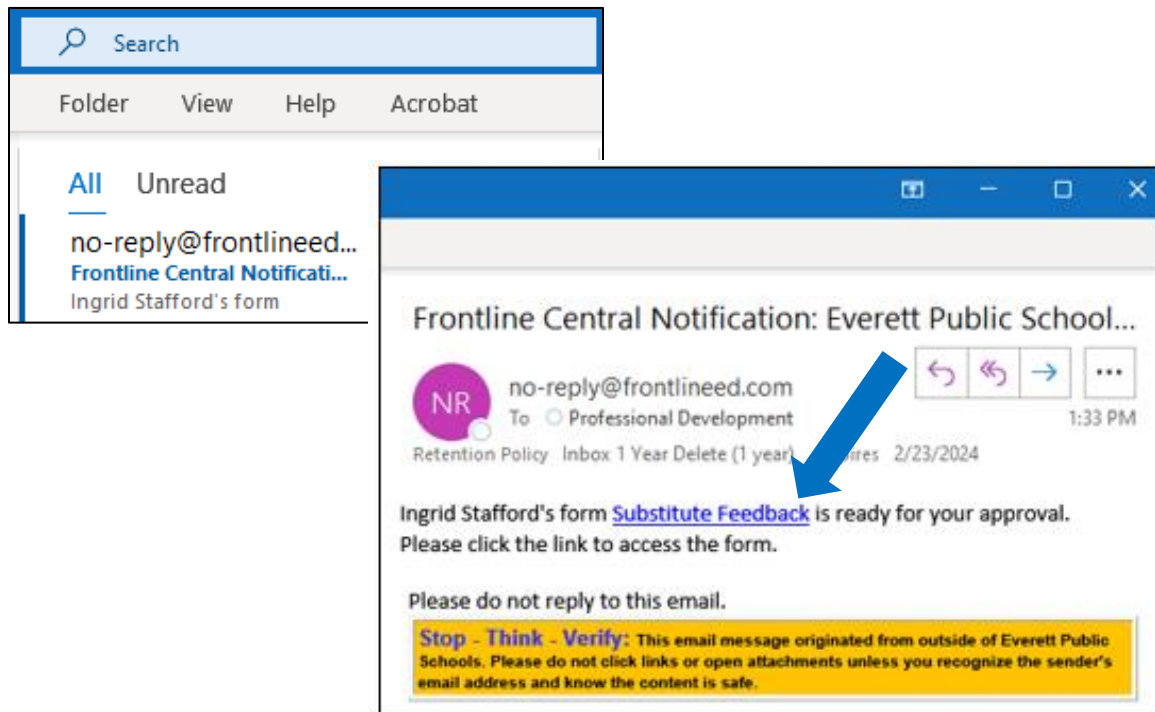


The Substitute Feedback form in Frontline Central has a 4-step workflow. As a building supervisor your role is to confirm communication with the substitute and submit the form to HR in step 2. You might start the form (step 1) and will also approve your form (step 2) or you may only approve the form 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](mailto:no-reply@frontlineed.com) – **Subject:** [Frontline Central Notification: Everett Public Schools –Substitute Feedback is ready for your approval.](#)

If you first log into [Frontline Central](#) then click on the link in the email the form will open right to step 2 and you will not have to take the steps to find the form on the next page.

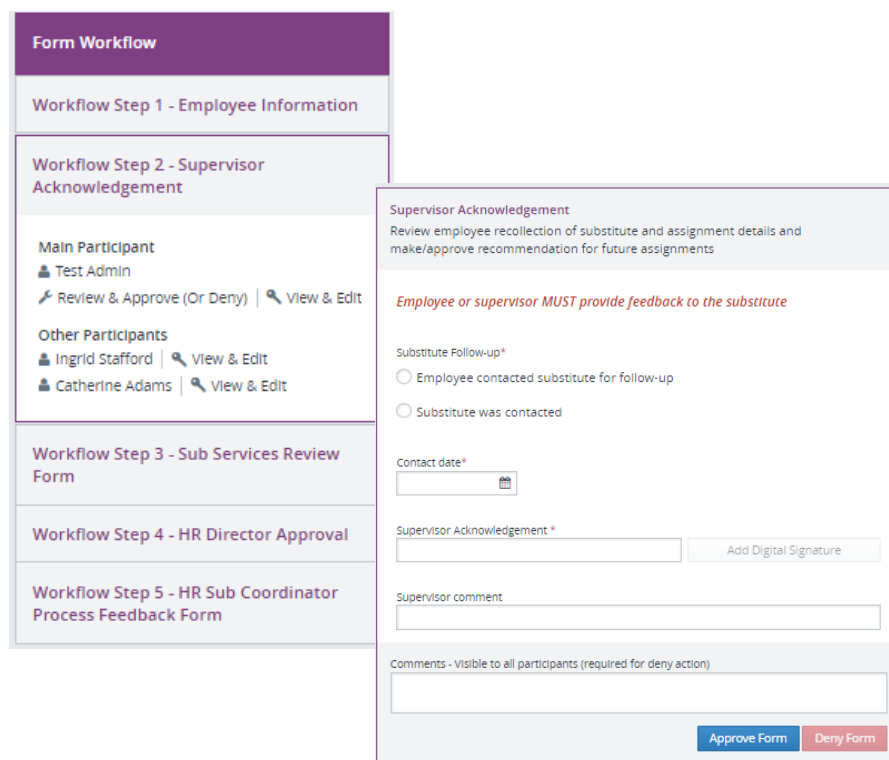


Follow along here if opening the form without the email link.

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***



The screenshot displays the 'Form Workflow' for the 'Supervisor Acknowledgement' form. The workflow consists of five steps: Step 1 (Employee Information), Step 2 (Supervisor Acknowledgement), Step 3 (Sub Services Review Form), Step 4 (HR Director Approval), and Step 5 (HR Sub Coordinator Process Feedback Form). Step 2 is currently active. The 'Main Participant' is 'Test Admin' with options to 'Review & Approve (Or Deny)' or 'View & Edit'. 'Other Participants' include 'Ingrid Stafford' and 'Catherine Adams', both with 'View & Edit' options. The 'Supervisor Acknowledgement' section contains the instruction 'Employee or supervisor MUST provide feedback to the substitute', a 'Substitute Follow-up\*' section with radio buttons for 'Employee contacted substitute for follow-up' and 'Substitute was contacted', a 'Contact date\*' field with a calendar icon, a 'Supervisor Acknowledgement \*' field with an 'Add Digital Signature' button, a 'Supervisor comment' field, and a 'Comments - Visible to all participants (required for deny action)' field. At the bottom are 'Approve Form' and 'Deny Form' buttons.

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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