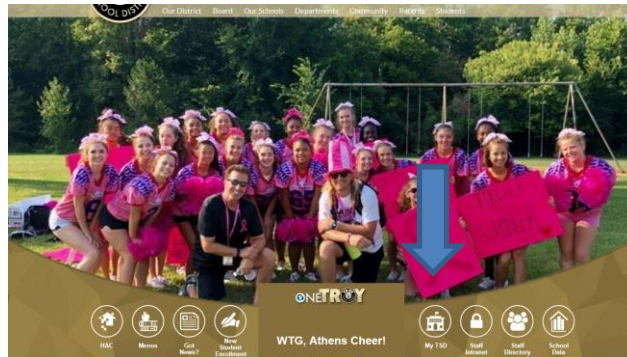


To sign into Absence Management through your computer: go to [www.troy.k12.mi.us](http://www.troy.k12.mi.us) and choose Staff / **My TSD Page**.



Choose Frontline and use your **Frontline Login & Password** to log in.



Or, you can type [app.frontlineeducation.com](http://app.frontlineeducation.com) to log in, using your **Frontline Login & Password**:

# Once in Frontline Education, choose Absence Management

Here is where you can put in an absence. You will need to input a date (s), reason for absence and if a sub is necessary. You can also assign a sub if you have pre-arranged coverage with someone. Please note that absences must be put into the system at least one hour before start of school. Should there be an emergency and you need to be absent after this time, you will need to contact me (Donna Shoemaker 248-823-4026) and your building secretary so that we can try and arrange for a sub. Also note that all absences can only be put into the system for Half Day (AM or PM) or Full day – you cannot put in “Custom times” That option is only for internal use. Should there be times that you need to advise sub of important information (early release days where ending time is different than typical building times, travel information, sub plans, etc.) you must put that in the section entitled “Notes to Substitute”.

★ Required

Should you have any questions or issues, please feel free to contact Donna Shoemaker @ 248-823-4026 or [dshoemaker@troy.k12.mi.us](mailto:dshoemaker@troy.k12.mi.us)