



## Westfield Washington Schools

19500 Tomlinson Road, Suite B • Westfield, IN 46074 • 317-867-8000 • FAX: 317-867-0929 • [www.k12.in.us](http://www.k12.in.us)

Dr. Paul Kaiser, Superintendent

Welcome new employee! Congratulations on your new position with Westfield Washington Schools.

My name is Kim Decker and I am the Absence Management Coordinator for the school district. Absence Management is the system we use to record absences and, when necessary, place substitute teachers in the classroom.

Soon you will receive an email with more details about how to access the system. You will also receive a personal invitation with the subject line: *Westfield Washington Sch Dist invites you to Absence Management*. As soon as you receive this email, please follow the prompt to "Create a Frontline ID." If you have any questions, please contact me and I will be happy to help you.

Throughout the school year I am always here to assist you, however, your building secretary is your primary contact for the Absence Management system and will be able to assist you with anything related to the program.

Attached is the Employee Quick Start Guide for Absence Management. This information is helpful when getting started interacting with the system.

Again, welcome. I look forward to working with you!

Sincerely,

Kim Decker  
Substitute Teacher Coordinator  
[deckerk@wws.k12.in.us](mailto:deckerk@wws.k12.in.us)  
317-867-8018