

Wilson Elementary School District 7
Elementary School
TO: "NAME OF EMPLOYEE"

DATE: ??/??/????

Dear "NAME OF EMPLOYEE",

We have the pleasure of notifying you that Wilson Elementary School District 7 is using a service from Frontline Education that greatly simplifies and streamlines the process of recording and managing absences and finding substitutes. The Frontline Absence Management solution will be available to you 24 hours a day, 7 days a week and can be accessed via internet and phone.

Interacting with Frontline via the Phone

You can call Frontline toll free at **1-800-942-3767**. Simply follow the voice menu to enter and manage absences and access other features. We recommend that you call in to check the computer recording of your name and title. To do this, press Option 5 and follow the prompts.

Your ID and PIN for the phone are as follows:

- ID Number ????????????
- PIN ??????

*When entering an absence, please wait until you receive a confirmation number before you terminate the phone call. **Your transaction is not complete until you receive a confirmation number.**

Interacting with Frontline via the Website

You will receive a personal invitation email with the subject line: **Wilson Elementary School District 7 invites you to Absence Management**. If you have an existing Frontline ID Account, then click "Sign in with your Frontline ID." Otherwise, click "Create a Frontline ID." Enter a Username, Password, email address, and click the "I accept the terms and conditions" box. Click "Create Frontline ID" and you are in! For more information regarding creating your Frontline ID click [here](#).

To access the Frontline website, you will go to <https://app.frontlineeducation.com>. Here, you will be able to enter absences, check your absence schedule, update personal information, and exercise other features such as uploading your lesson plans for substitutes to view online.

Mobile App Access

After you have created your Frontline ID, you can then download the Frontline Education Mobile App. Upon opening the app, you will be prompted for a four-digit invitation code of **7354**. Next, you will enter your Frontline ID credentials to sign in. For more information regarding the Mobile App click [here](#).

Note: You are NOT required to create a Frontline Account for Phone access. You automatically have Phone access. However, to gain Web access you must create a Frontline Account via your personal invitation email.

We are confident that you will find the Frontline experience beneficial and enjoyable.

If you have any questions, concerns, or comments; please contact Alicia Guzman-Arreola by phone or email as listed below.

Thank you,

Alicia Guzman-Arreola
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