

**CAMPUS USERS (Site Secretaries, HR or ESD Managers)**  
**ENTERING TRAINING OR DISTRICT BUSINESS ABSENCES IN FRONTLINE**

Employees are not able to change the accounting code for any absence reason. **Campus Users** (site secretaries, HR, or ESD Managers) will need to change the accounting code for any training or district business absences.

When entering an absence for an employee, use the pull down arrow next to the Absence Reason to choose the appropriate reason, or if the employee has already done this, make sure it's correct!

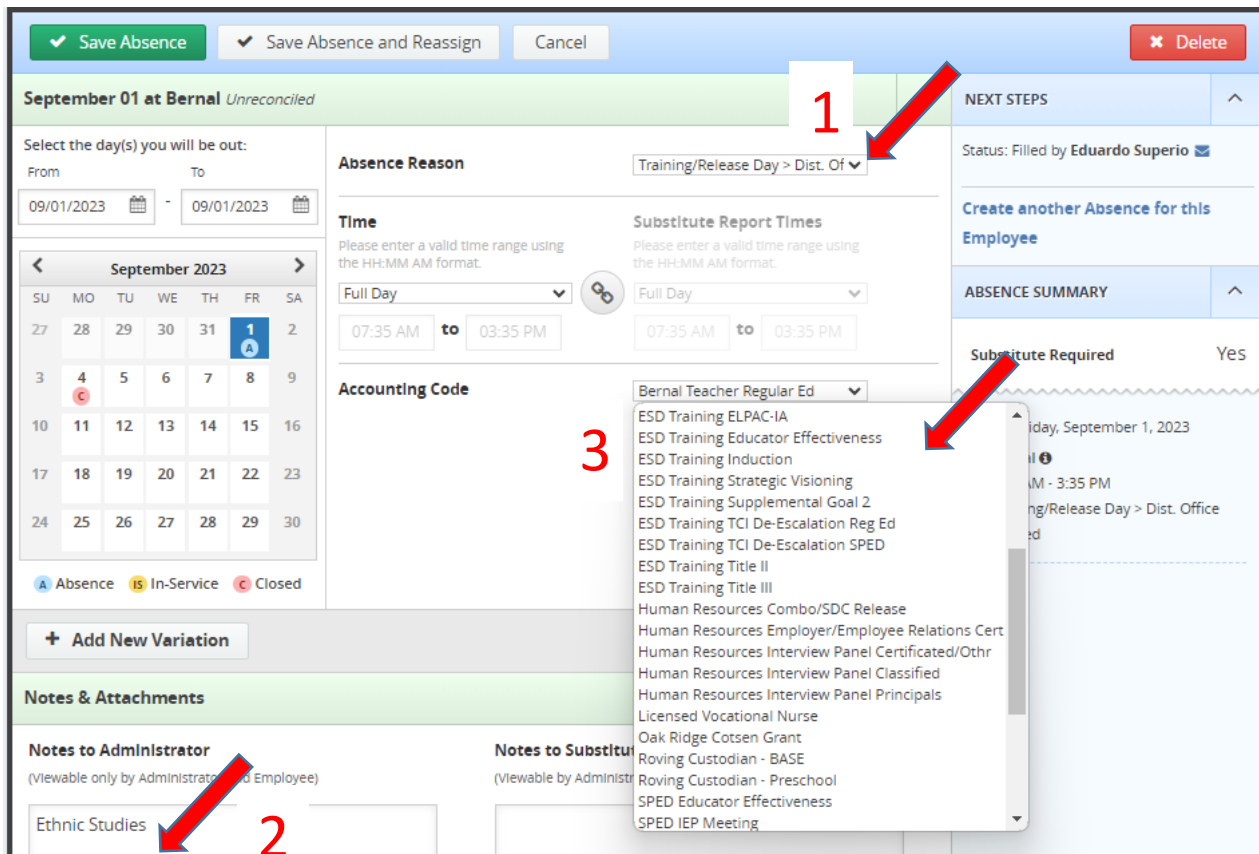
**1. ABSENCE REASONS:**

- District Business
- Training/Release Day > Combo/SDC Teacher Release Day
- Training/Release Day > Dist. Office Funded
- Training/Release Day > School Site Funded

**2.** The “Notes to Administrator” field is mandatory for any of the above absence reasons.

**3.** Use the “Accounting Code” pull down menu to select the training budget according to the name in the “Notes to Administrator” field.

Whoever has visibility to the employee’s site and employee type will receive an e-mail requesting approval for the training. The campus user can click on the link included in the e-mail to change the accounting code at this time. Changing the absence reason is not enough – the absence reason is not tied to the accounting code. The accounting code needs to be changed for the appropriate budget to be charged.



## 2023-24 ESD/SPED Training Budget Codes in Frontline

| Budget/Frontline Description             | Budget/Accounting Code                       | Training/"Notes to Administrator" Field in Frontline |  |                          |  |                |
|--|--|--|--|--------------------------|--|----------------|
| ESD/SPED Training Educator Effectiveness | 060-6266-0-1110-02-1110-1000-626600-060-0000 | Partners in School                                   |  |                          |  |                |
|  |  | TK Planning  |  |                          |  |                |
|  |  | Restorative Practices                                |  |                          |  |                |
|  |  | UDL  |  |                          |  |                |
|  |  | PBIS - Susan Kind                                    |  |                          |  |                |
|  |  | Ethnic Studies                                       |  |                          |  |                |
|  |  | Leader in Me   |  |                          |  |                |
|  |  | Safety Care  |  |                          |  |                |
|  |  | SPED Educator Effectiveness                          |  |                          |  |                |
|  |  | SPED Sandi   |  |                          |  |                |
| ESD Training ELPAC- IA                   | 010-0000-0-2110-02-1110-1000-041530-060-0000 | ELPAC  |  |                          |  |                |
|  |  | Induction  |  |                          |  |                |
|  |  | ESD Training Supplemental Goal 2                     | 010-0800-0-1110-02-1110-1000-080002-060-0000 | TK Teachers              |  |                |
|  |  |  |  | K-3 Teachers             |  |                |
|  |  |  |  | 4-6 UDD                  |  |                |
|  |  |  |  | SEAL                     |  |                |
|  |  | ESD Training TCI De-Escalation Reg Ed                | 080-6546-0-1110-02-1110-1000-654600-060-0000 | 4-6 Teachers             |  |                |
|  |  |  |  | TCI De-Escalation Reg Ed |  |                |
|  |  |  |  | ESD Training Title II    | 060-4035-0-1110-02-1110-1000-403501-060-0000 | Guided Reading |
|  |  |  |  |                          |  | I-Ready        |
| Social Studies                           |  |  |  |                          |  |                |
| Math                                     |  |  |  |                          |  |                |
| ESD Training Title III                   | 060-4203-0-1110-02-1110-1000-420300-060-0000 | CKLA   |  |                          |  |                |
|  |  | ELD Training   |  |                          |  |                |
|  |  | Benchmark Training                                   |  |                          |  |                |
|  |  | CABE   |  |                          |  |                |
| SPED Training/Release                    | 080-6500-0-1110-02-5760-1110-031801-083-0000 | Training/Release                                     |  |                          |  |                |
|  |  | IEP Meeting  |  |                          |  |                |

## HR TRAINING 2023-24

|   |  |
|---|--|
| Human Resources Combo/SDC Release                 | 010-0000-0-1110-02-1110-1000-071304-092-0000 |
| Human Resources Employer/Employee Relations Cert  | 010-0000-0-1110-02-0000-2110-071000-092-0000 |
| Human Resources Employer/Employee Relations Class | 010-0000-0-2982-02-0000-2110-071000-092-0000 |
| Human Resources Interview Panel Certificated/Othr | 010-0000-0-1110-02-0000-7400-071301-092-0000 |
| Human Resources Interview Panel Classified        | 010-0000-0-2982-02-0000-7400-071301-092-0000 |
| Human Resources Interview Panel Principals        | 010-0000-0-1305-02-0000-2700-071301-092-0000 |

## SITE TRAINING – 2023-24

|   |  |
|---|--|
| Anderson Teacher Release/Planning/Training LCFF     | 000-0000-0-1110-02-1110-1000-018600-001-0000 |
| Anderson Title I Training                           | 060-3010-0-1110-02-1110-1000-301000-001-0000 |
| Baldwin Teacher Release/Planning/Training LCFF      | 000-0000-0-1110-02-1110-1000-018600-002-0000 |
| Bernal Teacher Release/Planning/Training LCFF       | 000-0000-0-1110-02-1110-1000-018600-031-0000 |
| Christopher Teacher Release/Planning LCFF           | 000-0000-0-1110-02-1110-1000-018600-005-0000 |
| Christopher Teacher Release/Planning Title 1        | 060-3010-0-1110-02-1110-1000-301000-005-0000 |
| Christopher Teacher Release/Science Camp            | 060-9010-0-1110-02-1110-1000-059931-005-0000 |
| Davis Teacher Release/Planning/Training LCFF        | 000-0000-0-1110-02-1110-1000-018600-032-0000 |
| Davis Teacher Release/Planning/Training Suppl       | 000-0800-0-1110-02-1110-1000-011200-032-0000 |
| Del Roble Teacher Release/Planning/Training LCFF    | 000-0000-0-1110-02-4760-1000-018600-006-0000 |
| Edenvale Teacher Release/Planning/Training Title    | 060-3010-0-1110-02-1110-1000-301000-008-0000 |
| Frost Teacher Release/Planning/Training LCFF        | 000-0000-0-1110-02-1110-1000-018600-009-0000 |
| Hayes Teacher Release/Planning/Training LCFF        | 000-0000-0-1110-02-1110-1000-018600-011-0000 |
| Hayes Teacher Release/Planning/Training Site Dis    | 000-0000-0-1110-02-1110-1000-018100-011-0000 |
| Herman Teacher Release/Planning/Training LCFF       | 000-0000-0-1110-02-1110-1000-018600-033-0000 |
| Herman Teacher Release/Planning/Training Site Disc  | 000-0000-0-1110-02-1110-1000-018100-033-0000 |
| Indigo Teacher Release/Planning/Training LCFF       | 000-0000-0-1110-02-1110-1000-018600-022-0000 |
| Ledesma Teacher Release/Planning/Training LCFF      | 000-0000-0-1110-02-1110-1000-018600-020-0000 |
| Oak Ridge Teacher Release Science Camp              | 000-0000-0-1110-02-1110-1000-018600-013-0000 |
| Oak Ridge Teacher Release/Planning/Training LCFF    | 000-0000-0-1110-02-1110-1000-018600-013-0000 |
| Parkview Teacher Release/Planning/ Training LCFF    | 000-0000-0-1110-02-1110-1000-018600-014-0000 |
| Sakamoto Teacher Release Science Camp               | 060-9010-0-1110-02-1110-1000-059931-015-0000 |
| Sakamoto Teacher Release/Planning/Training LCFF     | 000-0000-0-1110-02-1110-1000-018600-015-0000 |
| Sakamoto Teacher Release/Planning/Training Site D   | 000-0000-0-1110-02-1110-1000-018100-015-0000 |
| Sakamoto Training/Donation                          | 060-9010-0-1110-02-1110-1000-059979-015-0000 |
| Santa Teresa Teacher Release/Planning/Train Site D  | 000-0000-0-1110-02-1110-1000-018100-017-0000 |
| Santa Teresa Teacher Release/Planning/Training LCFF | 000-0000-0-1110-02-1110-1000-018600-017-0000 |
| Stipe Teacher Release/Planning LCFF                 | 000-0000-0-1110-02-1110-1000-018600-018-0000 |
| Stipe Teacher Release/Planning Site Discretionar    | 000-0000-0-1110-02-1110-1000-018100-018-0000 |
| Stipe Teacher Release/Science Camp                  | 060-9010-0-1110-02-1110-1000-059931-018-0000 |
| Taylor Teacher Release/Planning/Training LCFF       | 000-0000-0-1110-02-1110-1000-018600-019-0000 |