

# EMPLOYEES ENTERING TRAINING OR DISTRICT BUSINESS ABSENCES IN FRONTLINE

Employees are not able to change the accounting code for any absences.

Campus Users (site secretaries, HR, or ESD Managers) will need to change the accounting code for any training or district business absences.

## 1. Employees Select the Appropriate Absence Reason from the Pull

Down Menu:

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. Employee types the specific name of the training in this field according to the list at the right.

Select Create Absence at the bottom.

### "Notes to Administrator" Field in Frontline

4-6 Teachers

4-6 UDD

Benchmark Training

CABE

CKLA

ELD Training

ELPAC

Ethnic Studies

Guided Reading

IEP Meeting

Induction

I-Ready

K-3 Teachers

Leader in Me

Math

Partners in School

PBIS - Susan Kind

Restorative Practices

Safety Care

SEAL

Social Studies

SPED Educator Effectiveness

SPED Sandi

SPED Sunday

SPED TEACCH

TCI De-Escalation Reg Ed

TK Planning

TK Teachers

Training/Release

UDL

May 17

May 2023

SUN MON TUE WED THU FRI SAT

30 1 2 3 4 5 6

7 8 9 10 11 12 13

14 15 16 17 18 19 20

21 22 23 24 25 26 27

28 29 30 31 1 2 3

Helpful Hint:  
You can select multiple days individually or click-and-drag to select a range of dates.

Substitute Required  Yes

Absence Reason Training/Release Day > Dist. Of

Time  
Please enter a valid time range using the HH:MM AM format.  
Full Day  
07:45 AM to 03:45 PM

Notes to Administrator (not viewable by Substitute)  
SEAL Training  
242 character(s) left

Notes to Substitute  
255 character(s) left

FILE ATTACHMENTS  
DRAG AND DROP FILES HERE  
Choose File No file chosen

Shared Attachments

Need more options? Advanced Mode

Cancel  Create Absence & Assign Sub  Create Absence