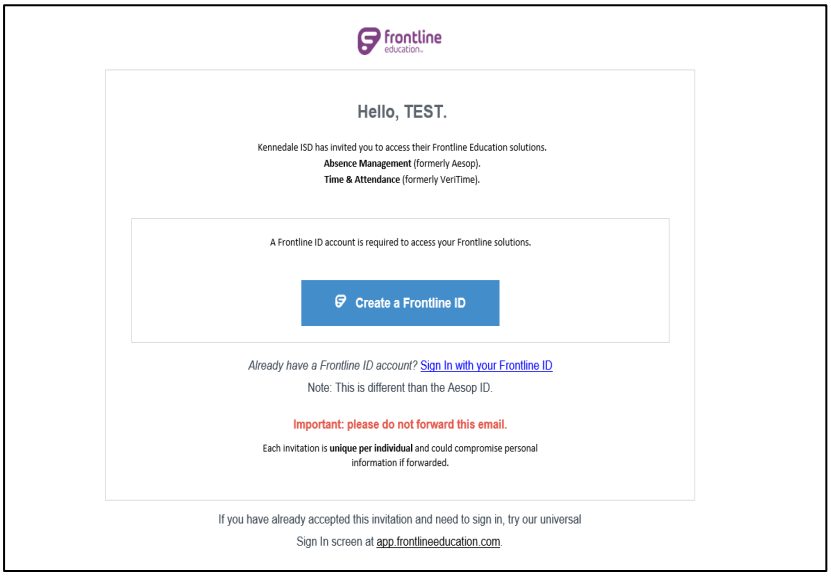
Absence Management/ Time and Attendance

Getting Started

On the date your District updates, you will receive an email invitation from Frontline.

Example of email. →



Click on
CREATE A FRONTLINE ID within the invitation email.

This selection takes you to a login page where you must create login credentials in accordance with Frontline requirements.

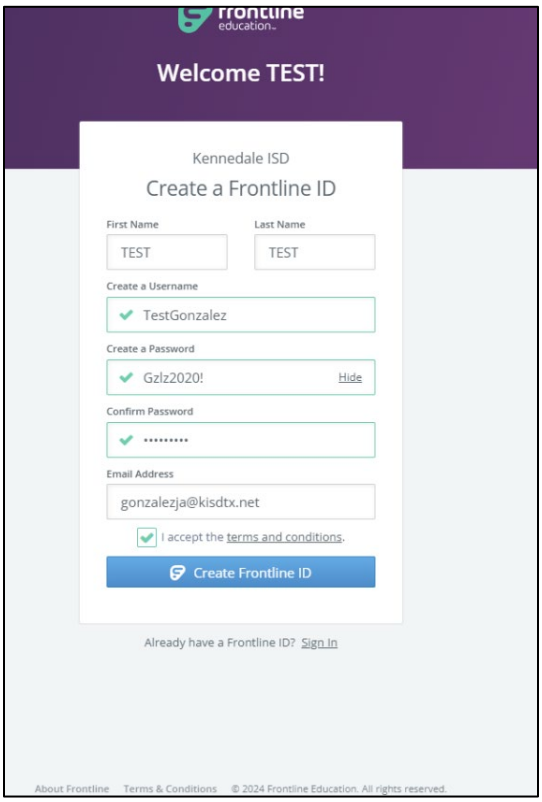
Creating an account

Use the beginning of your school email.
Below is an example:

Email example: **GonzalezT@kisdtx.net**
Username will be: **GonzalezT**

If you receive a pop-up window indicating the username is in use, add a number/s after the username.

Example: **GonzalezT20**



The password must have 1 alphabetic character, 1 name or special character, and 8 characters in total.

Include an email address to provide a means for password recovery/verification and click the checkbox to accept the terms and conditions.

Once you are finished, click **CREATE FRONTLINE ID.**

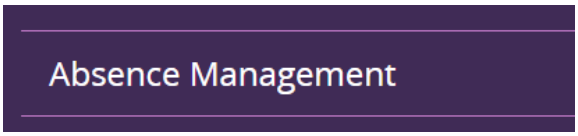
The system will prompt you to confirm your email as a final verification step. Once completed, the system enables access with your new username and password and requires the credentials for any future logins.

With the creation of your new Frontline ID account, you can access all your Frontline applications through a single sign-on page.

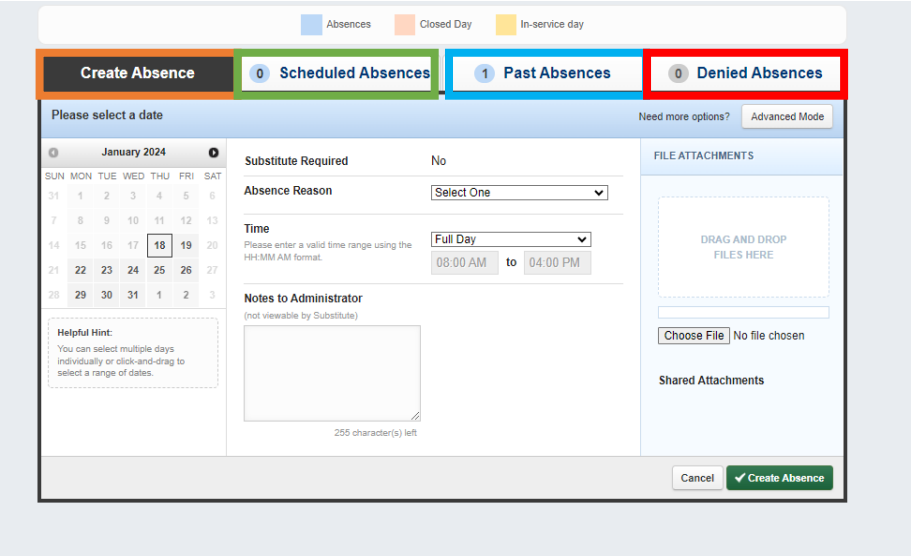
Once you Access Frontline, you will see this page on your screen as shown in the image below.

How to create an absence

Once you access frontline you will click **ABSENCE MANAGEMENT**

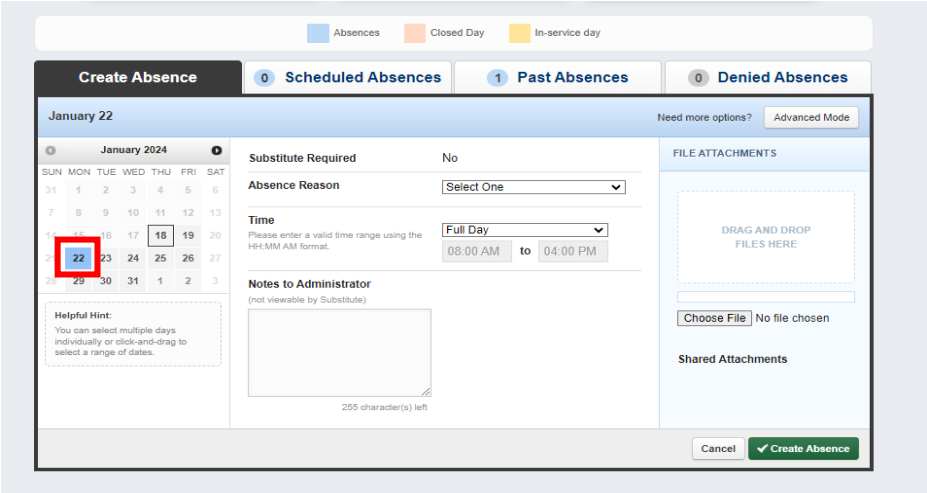


This is how your screen should look.

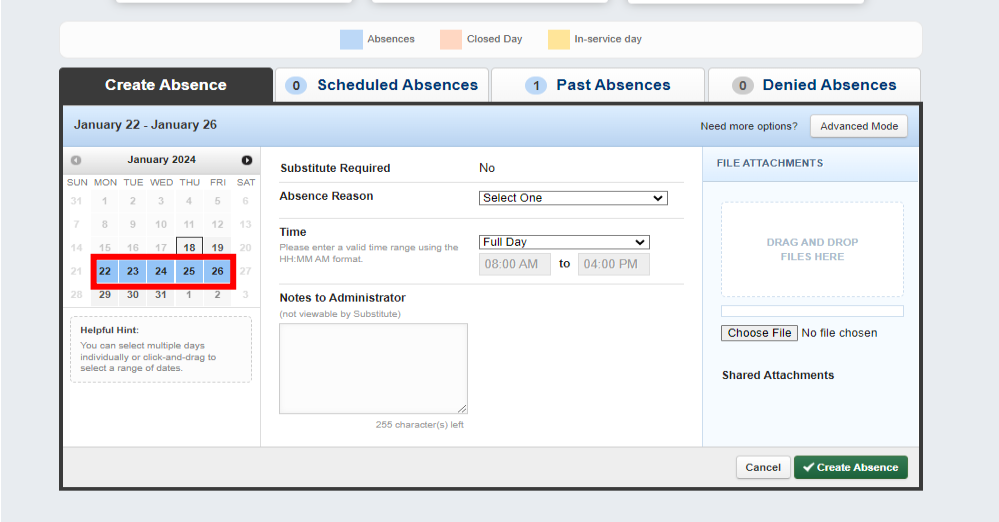


1. First tab is to create an absence.
2. Second tab is scheduled absences.
3. Third tab is past absences.
4. Fourth tab is denied absences.

To create an absence, you will select the day or days, if consecutive, that you need off as shown below.

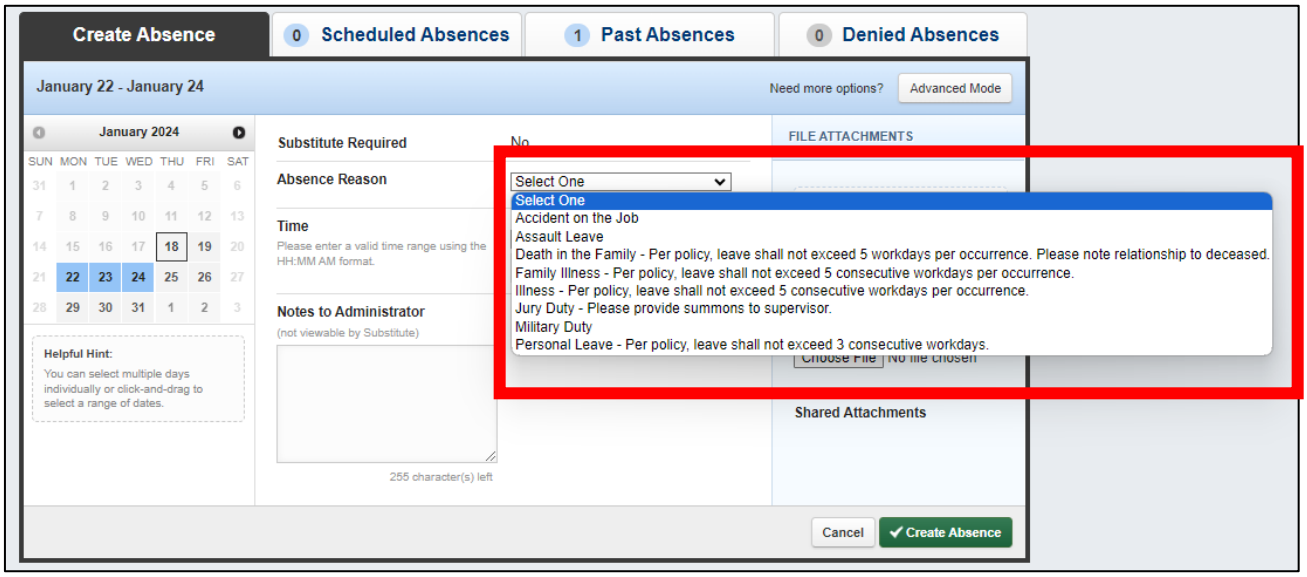


One day selected.



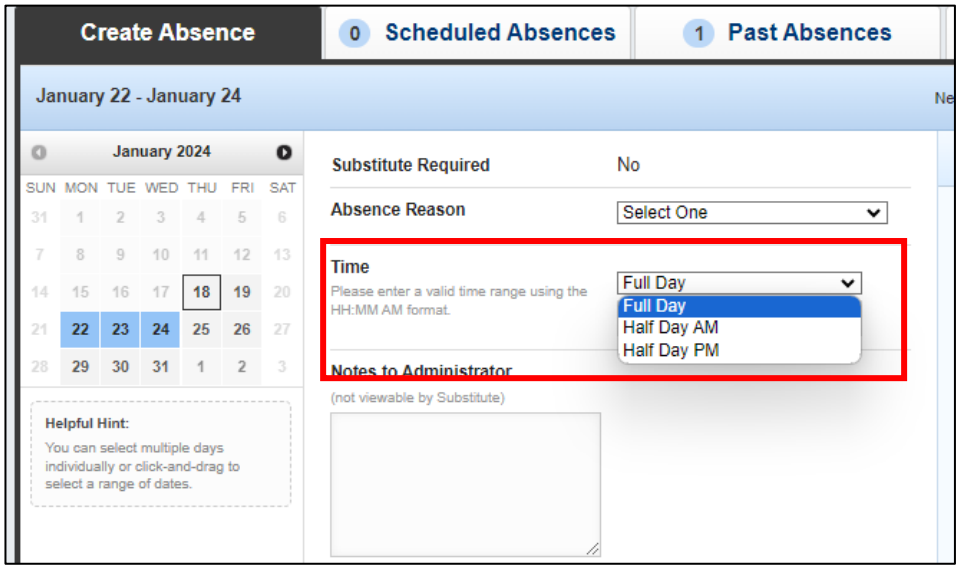
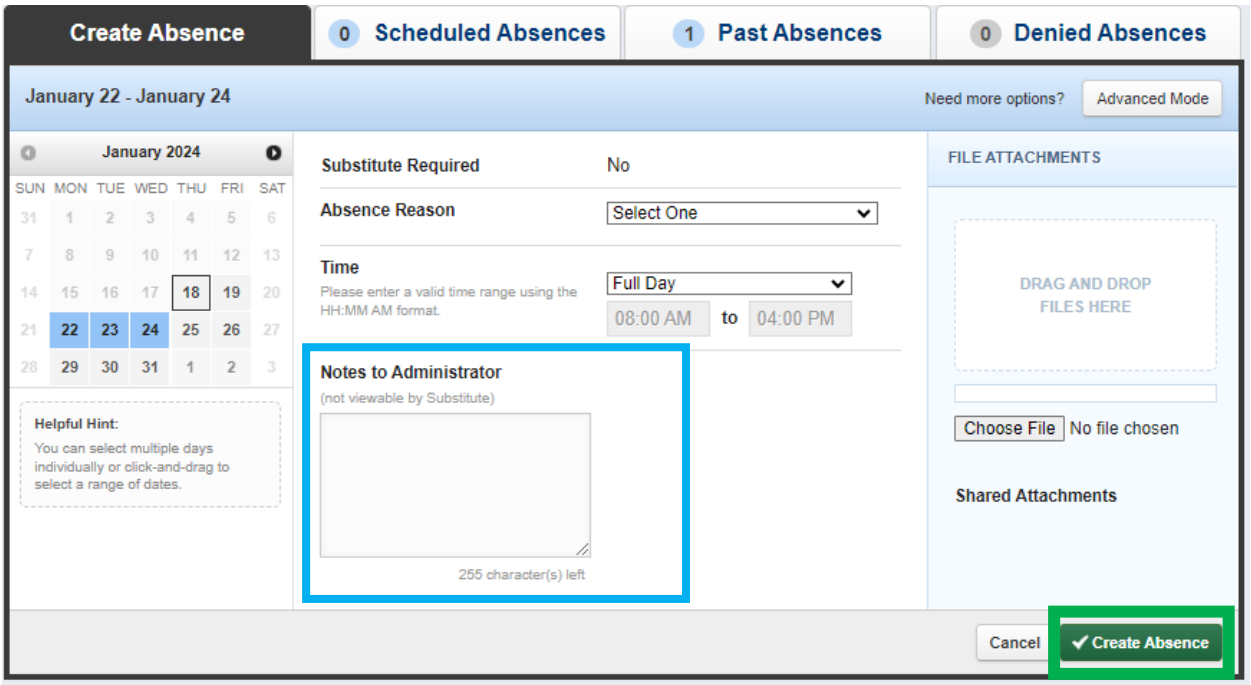
Consecutive days selected.

Once you have selected your days you will go to the right of the screen where it says reason for absence and click on the dropdown menu.



You will select the reason that fits your absence.

After selecting your absence reason, you will then select the time frame you will be out, that is the full day or half day AM or PM.



Finally, if you would like to leave notes for your administrator there is a box where you are able to, if necessary, after you will click CREATE ABSENCE.