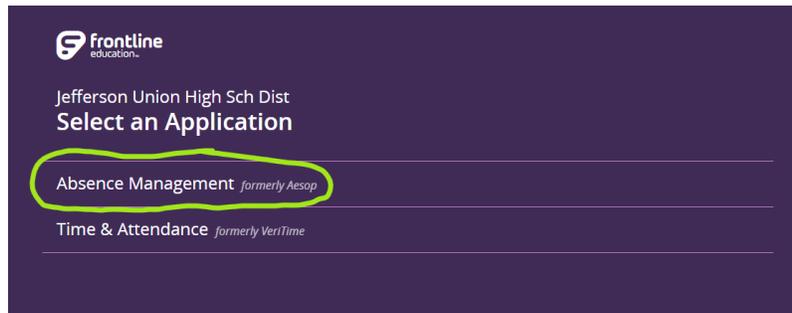


# Absence Reporting

With Frontline Absence Management, absences can be reported via a [computer](#) or [mobile device](#). Frontline Absence Management streamlines reporting absences and tracking employee leave balances.

## From a Computer, Laptop or Chromebook

1. Go to <https://app.frontlineeducation.com> and utilize [Single Sign On](#).
  - o Note the “Sign In with Organization SSO” link is located under the username and password fields.
2. Select Absence Management



3. Report your absence information
  - o Select the day(s) you will be away from work
  - o Check the “Substitute Required Field”
    - Some employees have the option of selecting a sub. If a sub is required, please select yes. If a sub is not required, please ensure to select no.
  - o Select the “Absence Reason”
    - Illness: Select illness when you are ill. Please plan on providing a doctor’s note for illness related absences over three days in length.
    - Personal Day: Select personal day for absences for personal reasons. Employees may take up to 7 personal days annually.
    - School Bus/Prof Dev: Select school business/professional development for absences to conduct school related business or to attend professional development. **Please ensure to enter the name of the Professional Development or describe the nature of the school business in the Notes for Administrator field.**
    - Jury Duty: If you are out for Jury Duty, please provide a verification notice from the courthouse upon your return to work.
    - Military Leave: If you are out for Military Leave, please submit verification inclusive of communication about your reporting to duty using the attachment feature in Frontline.

# Absence Reporting

- Bereavement: If you are out for Bereavement, please submit a Bereavement form and any applicable documentation (Celebration of Life Program, Death Certificate, etc.)
- Unpaid Leave: Please enter unpaid leave in the event you have exhausted your leave balance or other absences. **Please ensure to enter the reason for the absence in the Notes for Administrator field.** Applicable leave will be applied when absences are reconciled.
- Enter the “Time” you will be away from work
  - For most certificated employees, this field is only adjustable for full day and half day am/pm
  - For most classified employees, this field is adjustable by hours with the use of the “custom” option.
- File attachments are an option and may include sub plans, medical notes and other absence related documentation..
- Once your details, select “Create Absence”
- **Note:** Canceling absences:
  - Employees have the option to cancel their

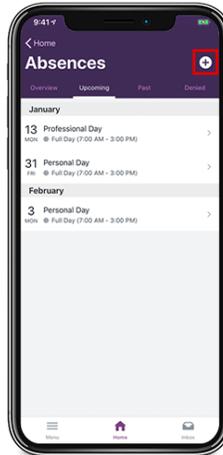
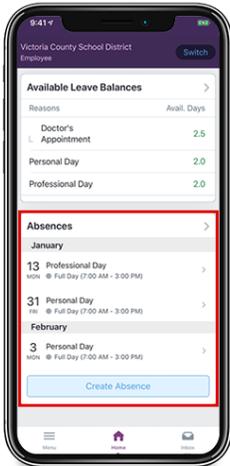
absence on Frontline at least 24 hours before the start time. Once the time period has passed, they must contact either the school site's Admin Assistant, or HR Technician at the District Office to manually remove the absence.

Congratulations! You’ve entered your absence. For those who previously reported absences using the carbon copy paper, please do not submit carbon absence sheets as you have done previously.

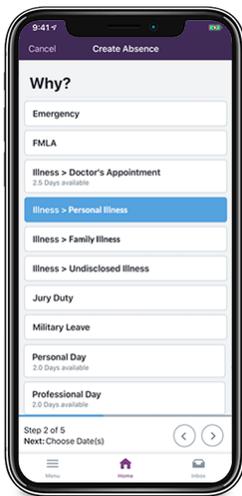
## From a Mobile Device

1. Ensure the Frontline mobile app is installed on your mobile device (directions are available [here](#)) and open the app.
2. You can create a new absence through one of two options within the app. Click Create Absence directly from the home page (as seen in the first image) OR access the Menu and select the Absences option. From this page, you can press the "+" button (as seen in the second image).

# Absence Reporting

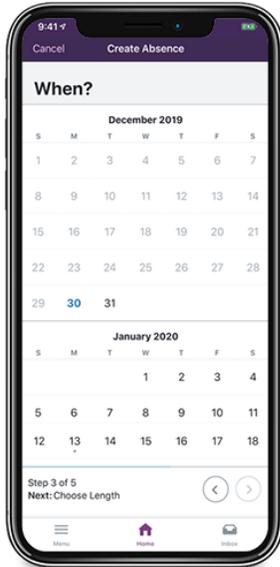


3. This selection opens Step 2 of the absence creation process. From here, you will select an absence reason and then press the arrow in the bottom right corner to proceed.



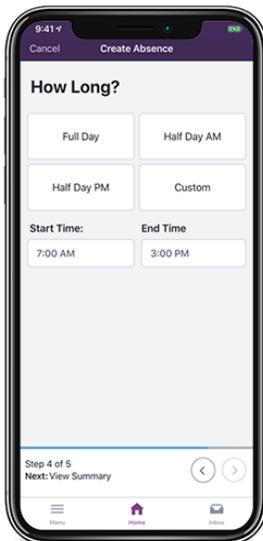
4. Step 3 defines when the absence will take place. Select a date (or date range) from the calendar and press the arrow in the bottom right to proceed.

# Absence Reporting



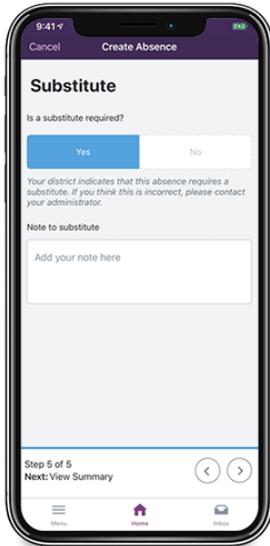
5. Step 4 determines the absence's duration. You can choose from a list of timeframes that include "Full Day," "Half Day AM," "Half Day PM," and/or "Custom." Just note that if you select the "Custom" option, you can select the pencil icon beside the start and end time to indicate the alternate timeframe.

Once you are finished, press the right arrow to continue.



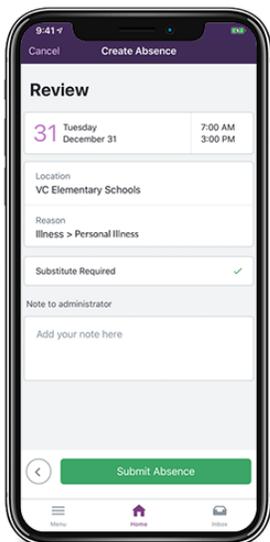
6. Step 5 prompts you to identify whether a substitute is required. Select the "Yes" or "No" option based on your position's requirements and press the right arrow to proceed.

# Absence Reporting



7. The final Summary page provides an overview of the selections you made. These details include the location, absence reason, timeframe, and confirmation for whether a substitute is required. You can also include a personal note to the administrator prior to submitting the absence.

Once you are ready, press Submit Absence to create the absence request.

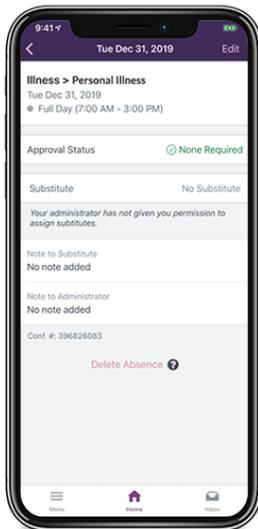


8. A confirmation message will appear. Congratulations! You have successfully reported an absence using the mobile app.

# Absence Reporting



If you select the "View Absence" option, the app will display the absence details (e.g. approval status, confirmation number, etc.). Review these details, as needed, and press Edit (in the top left corner) if any adjustments need to be made. Otherwise, press the Home button at the bottom to return to the homepage.



## Additional Resources

[Employee Quick Start Guide](#) (English)

[Employee Quick Start Guide](#) (Spanish)

[Demonstration Video](#)

[Frontline Central Training Center](#)