CHECKLIST FOR RECONCILING ABSENCES IN FRONTLINE

Check this information from your Campus User Dashboard:

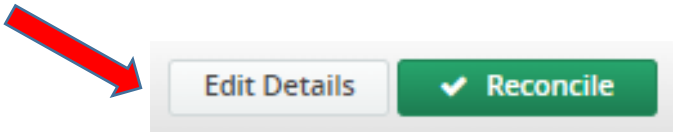


- ☑ Sub name
- ☑ Report date and time
- ☑ Absence reason

  If Training/Release Day, the Accounting Code MUST BE CHANGED - the code should NOT be Teacher Regular Ed
- ☑ Accounting code

If Above Fields Are Not Accurate:

- ☑ Click the Edit Details Box



- ☑ Correct errors (use Accounting Code pull-down menu to select the correct budget code for training/release days – likely your site LCFF budget)
- ☑ Save changes



- ☑



There is LIMITED TIME for campus users to change information.