

Certificated Absence Reporting and Frontline Protocol

To minimize the disruption to the instructional setting, it is imperative that all certificated staff follow the protocol to have adequate and timely coverage for their respective classroom assignments. **All absences** must be submitted on Frontline as soon as you know you will be absent including single period absences. Substitutes arranged by site secretaries must be submitted on frontline by the secretary or teacher who is requesting the absence unless it is for school business. If an absence is covered with period subs, submit it as “no sub required”. **Absences that do not require a sub** must also be submitted on Frontline including co-teaching classes and prep/resource periods. An absence exists when an employee is not physically present at their work site during their normal work schedule. There is an option on frontline that allows an employee to submit the absence as “no sub required”.

EXAMPLE:

The screenshot shows a web form for reporting an absence. The fields are as follows:

Date	School	Absence Type	Start Time	End Time	Substitute Required
06/06/2023 Tuesday	Robert F. Kennedy High School	Custom	02:00 PM	03:15 PM	No
	Absence Reason	Sub Times	Start Time	End Time	Hold Until
	Select One	Custom	01:50 PM	03:00 PM	No Hold

When entering an absence, please wait until you receive a confirmation number before you terminate the phone call or close your internet browser window. Your absence is not fully submitted until you receive a confirmation number. You can report absences using the district web page or the Frontline website: app.frontlineeducation.com. You can also use the mobile app, or the automated phone system toll free at **1-800-942-3767**. Full day absences on modified schedules must be submitted as full day absence 7:40am-3:15pm as teachers are getting paid for a full day.

When submitting an absence, make sure to pay close attention to the type of absence and absence start/end time.

Absence Type - Start/End Time:

This is the employee’s type of absence: Full Day, Half Day AM, Half Day PM, and Custom. **DO NOT USE the Half Day AM or the Half Day PM option. The hours of the absence/sub report time do not coincide with the start time of the two lunches. Therefore, the sub will report to the site at the wrong time.** Please customize the time that the sub should arrive to ensure he/she arrives on time for the start of the assignment.

HALF DAY AM EXAMPLE:

Date	School	Absence Type	Start Time	End Time						
06/06/2023	Cesar E. Chavez High School	Half Day AM	07:40 AM	12:00 PM						
Tuesday	Absence Reason	<table border="0"> <tr> <td>Sub Times</td> <td>Start Time</td> <td>End Time</td> </tr> <tr> <td>Half Day AM </td> <td>07:40 AM</td> <td>12:00 PM</td> </tr> </table>			Sub Times	Start Time	End Time	Half Day AM	07:40 AM	12:00 PM
Sub Times	Start Time				End Time					
Half Day AM	07:40 AM	12:00 PM								
	Select One									

HALF DAY PM EXAMPLE:

Date	School	Absence Type	Start Time	End Time						
06/06/2023	Cesar E. Chavez High School	Half Day PM	12:00 PM	03:15 PM						
Tuesday	Absence Reason	<table border="0"> <tr> <td>Sub Times</td> <td>Start Time</td> <td>End Time</td> </tr> <tr> <td>Half Day PM </td> <td>12:00 PM</td> <td>03:00 PM</td> </tr> </table>			Sub Times	Start Time	End Time	Half Day PM	12:00 PM	03:00 PM
Sub Times	Start Time				End Time					
Half Day PM	12:00 PM	03:00 PM								
	Select One									

Sub Times - Start/End Time.

On Sub Times, employee enters if it is for a Full Day absence or enters Custom to customize the sub times. The Start Time/End Time is where the employee needs to note the time that the sub must report to the site. This should be 10-15 minutes before the absence start time to ensure that the sub arrives on time to their respective classrooms. The sub report time will not be deducted from the respective teacher’s sick leave. See examples below.

FULL DAY EXAMPLE:

Date	School	Absence Type	Start Time	End Time						
06/06/2023	Robert F. Kennedy High School	Full Day	07:40 AM	03:15 PM						
Tuesday	Absence Reason	<table border="0"> <tr> <td>Sub Times</td> <td>Start Time</td> <td>End Time</td> </tr> <tr> <td>Custom </td> <td>07:50 AM</td> <td>03:00 PM</td> </tr> </table>			Sub Times	Start Time	End Time	Custom	07:50 AM	03:00 PM
Sub Times	Start Time				End Time					
Custom	07:50 AM	03:00 PM								
	Select One									

PART OF THE DAY EXAMPLE:

Date	School	Absence Type	Start Time	End Time
06/06/2023	Cesar E. Chavez High School	Custom	10:10 AM	03:15 PM
Tuesday	Absence Reason			
	Select One			
		Sub Times	Start Time	End Time
		Custom	10:00 AM	03:00 PM

For minimum day schedule the following example should be used for a full day absence:

Date	School	Absence Type	Start Time	End Time
06/06/2023	Cesar E. Chavez High School	Full Day	07:40 AM	03:15 PM
Tuesday	Absence Reason			
	Select One			
		Sub Times	Start Time	End Time
		Custom	07:50 AM	12:05 PM

Sub Report Time

For late start schedule the following example should be used for a full day absence:

Date	School	Absence Type	Start Time	End Time
06/06/2023	Delano High School	Full Day	07:40 AM	03:15 PM
Tuesday	Absence Reason			
	Select One			
		Sub Times	Start Time	End Time
		Custom	09:45 AM	03:00 PM

Sub Report Time

The cut off time for same day absences is **6:30 am**. Please contact me **ASAP at 661-720-4109 and/or email me at mcortez@djuhsd.org** if you need to submit/cancel an absence after that time and also email your principal secretary. When calling in to report an absence or late, clearly state your name, work site, absence reason (for example, sickness for self, family illness, P/N), and the expected length of your absence or periods. Any absence reported with no specified reason will be coded as personal necessity.

For emergency absences that cannot be submitted on Frontline, if Frontline is down or if you need to leave ASAP, contact your site principal secretary, principal and/or administrator **ASAP**. If you cannot reach an administrator, call me and/or email me **ASAP**. For CCHS, contact Eva Torres at **661-720-4504**, for RFK contact Kim Nasca at **661-720-5101**, for DHS contact Isabel Garza at **661-720-4124**, for VHS contact Therese at **661-720-4188** and for DAS contact Alejandra Ayon at **661-720-4173**.

If you need help submitting an absence on Frontline or are not sure how to submit the absence, please call me and I will help you and/or email you instructions on how to submit it. **If you get locked out, Frontline resets itself after 10 minutes. You can try to log in after 10 minutes.**

It is the teacher's responsibility to provide lesson plans for the substitute. Lesson plans must be emailed to the principal secretary and your department chair.

Certificated Absence Forms

Submit a Certificated Absence form to your principal's office as soon as you know you are going to be absent or upon your return. Certificated absence forms must be completed and submitted 3 days in advance except for emergencies as per collective bargaining agreement. For unplanned emergency absences, fill out form as soon as you return to work (AR4161.1). A certificated absence form must be submitted for any school business absence (Professional Development, Conferences). Inform your principal secretary ASAP of any absence corrections. A revised daily report of teacher absence is needed any time a correction is made after original daily has been submitted. **All certificated absence forms for the school year must be submitted before the end of the school year as part of the checkout process. Make sure to keep your certificated absence form copies when they are returned to you. This helps you maintain record keeping of your absences and makes it easier at the end of the year when checking all your absences.** The checkout form **will not** be signed until all absence forms are submitted. The certificated absence form is used not only for documentation, but also to clarify any discrepancies that were not inputted on Frontline or noted on the daily report of teacher absences.

Reminder: A doctor's note will be required if you are absent for more than 3 days due to an extended illness. Please be sure to attach a doctor's note to your certificated absence form and email it to the district substitute coordinator. Once teacher is on extended sick leave (has ran out of sick leave), he/she must provide a doctor's note for any day/periods in which teacher will be absent. Failure to provide a doctor's note will result in a full dock. Ed code 44983 and Article 4 TACBA.

Jury Duty Absences:

A jury duty summons does not constitute an absence. An absence for jury duty is permitted upon individual being selected by jury services to report for service. Upon completion of service, individual must submit a "Certification of Jury Service" letter detailing the day(s) in which individual was requested to report. This document must be submitted immediately upon

individual's return. Failure to provide "Certification of Jury Service" will result in individual's personal necessity to be used.