

Entering Absences into Frontline

If you're setting up in-lieu coverage and you **ALREADY HAVE** coverage:

1. **Set “Substitute Required” to “No.”**
This step is crucial! If this is not selected, Frontline will post your absence to the general sub pool, even if you already arranged in-lieu coverage. That causes confusion for the sub, the teachers covering your classes, and for Gigi trying to clean it up behind the scenes.
2. Choose the **appropriate selection** as the absence reason.
3. Change the time to **“Custom”** and enter the exact period you’ll be out.
4. In the **“Notes to Administrator”** field, include:
 - The **sub/funding code** (e.g., LCAP 4.4)
 - Where you’ll be (e.g., ELD Meeting @ DO)
 - The full name of the teacher covering for you (e.g., In Lieu – Pehle, Ali)
5. **Repeat these steps for each class period** you’re missing. That way it’s logged clearly and doesn’t go to the sub pool.
6. **Bonus Tip:** Please email Gigi with the full list of who is covering your classes, including first and last names. It really helps, especially since she’s still getting to know everyone by name.

If you're setting up in-lieu coverage and you **NEED** a sub **AND** do not care who covers for you:

1. **Set “Substitute Required” to “Yes.”** This will allow Frontline to post your absence to the general sub pool.
2. Choose the **appropriate selection** as the absence reason.
3. Change the time to **“Full Day”**, or to **“Custom”** and enter the exact period(s) you’ll be out.
4. In the **“Notes to Administrator”** field, include:
 - The **sub/funding code** (e.g., LCAP 4.4)
 - Where you’ll be (e.g., ELD Meeting @ DO)
5. **Note:** *If your absence is not picked up by a sub, we will add it to the in-lieu spreadsheet for any teacher to grab.