

Frontline (Aesop) Absence Guide

For Employees

1. How to Log In

1. Go to your district's Frontline login page [\[link\]](#)
2. Enter your **district username and password**.
3. Click **Sign In**.
4. You will be taken to your **Frontline Dashboard**.

💡 Tip: Bookmark the login page for quick access.

2. How to Enter an Absence for Yourself

1. After logging in, make sure you are in **Employee mode**.
2. Click **Create Absence**.
3. Select:
 - Date(s) of your absence
 - Absence reason (example: Sick, Personal Necessity, etc.)
 - Full day or partial day
4. Add any notes if required by your site.(i.e.:Personal Necessity, Bereavement)
5. Click **Save** or **Submit**.

Important: If you have a doctor's note, please email it directly to HR at drnotes@lawndalesd.net.

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If you are absent due to jury duty, please email the required documentation directly to the Payroll Department: payroll@lawndalesd.net

You will see a confirmation that your absence has been created.

3. What Happens After You Submit an Absence

Once you submit an absence:

- Your supervisor or site designee will review it (if approval is required).
 - The absence will move to one of the following statuses:
 - **Pending Approval**
 - **Approved**
 - **Rejected** (if something needs to be corrected)
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4. Email Notification You Will Receive

You will receive an email sent to your **personal email address** with an update on the status of your absence.

Sample Email – Absence Status Update

Subject: Update on Your Absence Request

Email Example:

This is a notification regarding the absence you submitted in Frontline.

Employee: John Smith

Date: April 4, 2026

Status: Approved

If your absence was rejected, please log in to Frontline to review the notes and make any needed corrections.

Thank you.

Helpful Reminders

- ✓ Always submit absences as soon as possible
- ✓ Check your personal email for status updates
- ✓ Log back into Frontline if your absence is rejected to correct it
- ✓ Contact your site or HR if you have questions about the absence reason you should select
- ✓ **If you work at more than one site, make sure you enter your absence under the correct site for that specific date**