



Steps to Downloading Frontline Mobile Absence Application

Getting Started

Go to your device's App/Play store or use the following QR code to download the Frontline Education app.

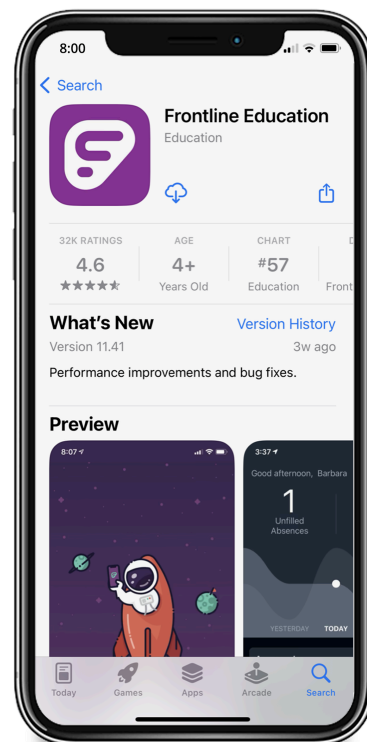
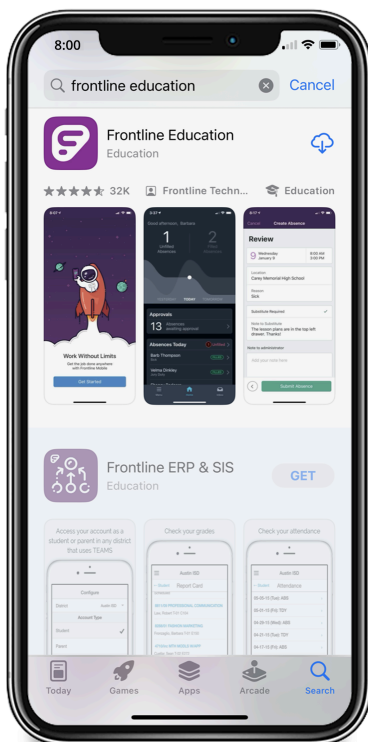
Apple Device



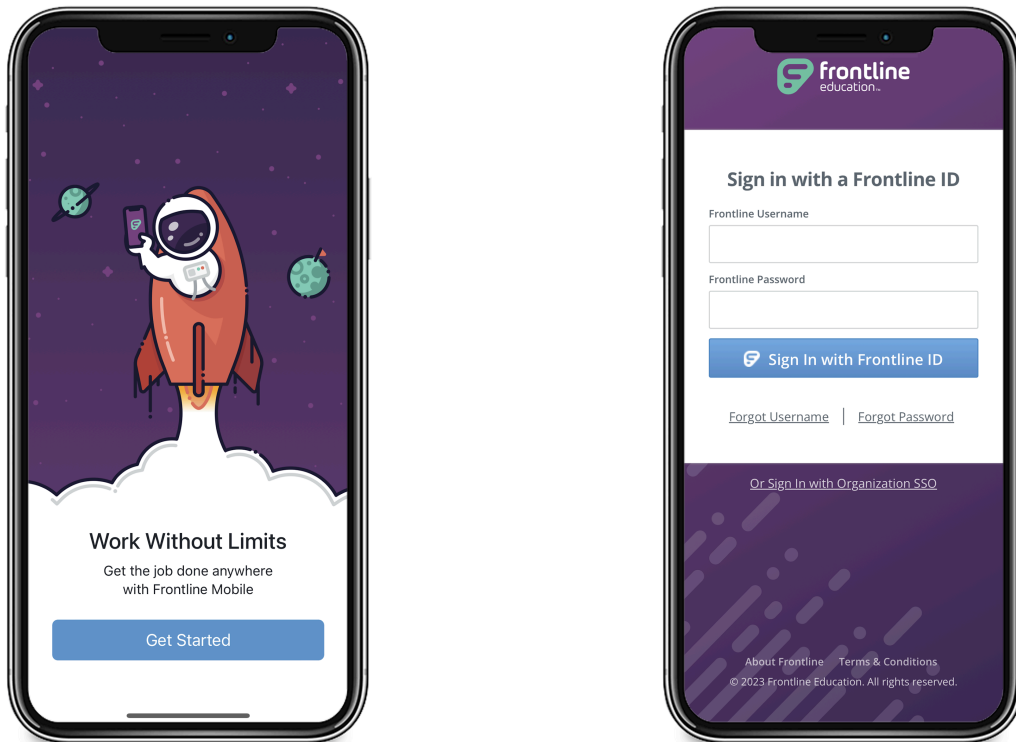
Android Device



You can also choose to access the app store on your mobile device by entering “Frontline Education” in the search bar. Press the **Get** or **Install** button and install the app.



Once the download is complete, a welcome page will display. Press **Get Started** to proceed. The Sign In page then appears. Enter your Frontline ID and Password to sign in.



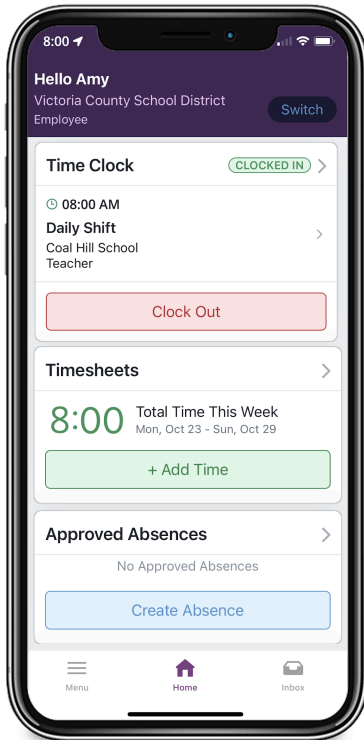
Create an Absence

You can create a new absence through one of two options within the app.

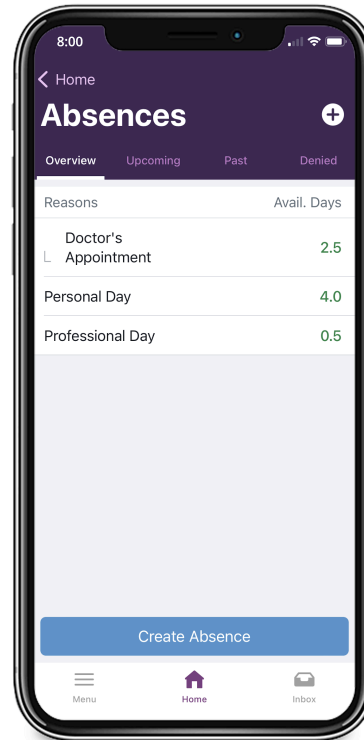
Option 1: Press **Create Absence** directly from the home page (as seen in the first image)

Option 2: Access the Menu and select the Absences option. From this page, you can press the “+” button or press Create Absence (as seen in the second image).

Option #1

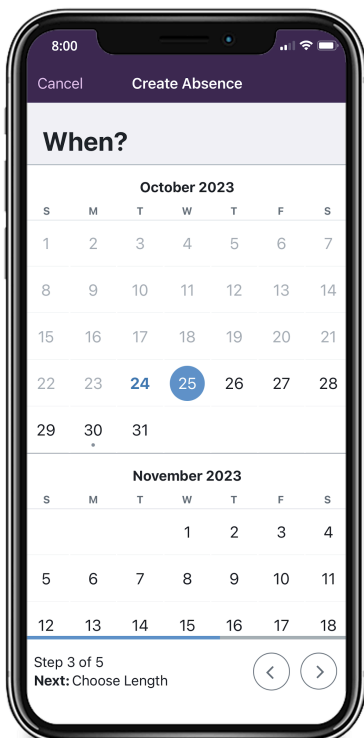


Option #2



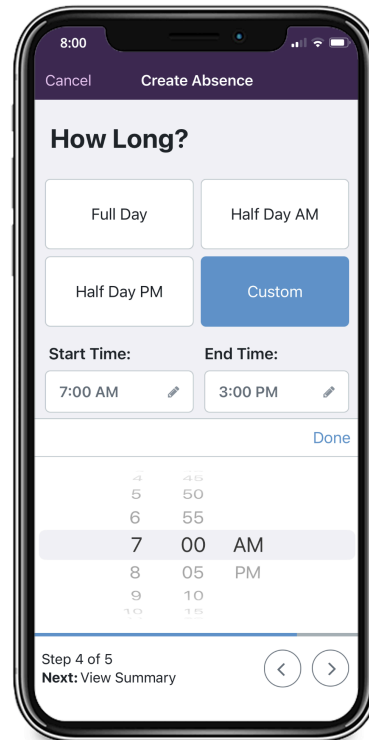
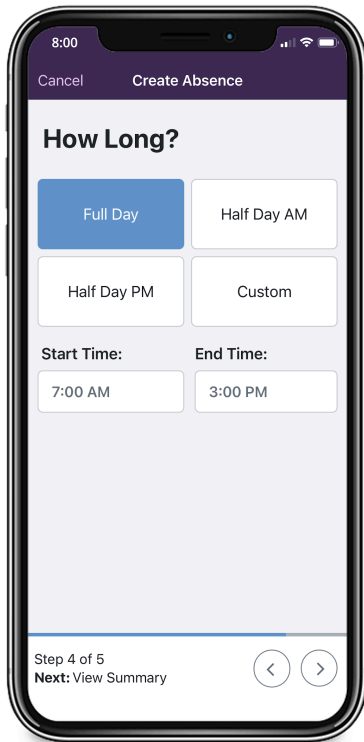
From here, you will select an absence reason and then press the arrow in the bottom corner to proceed.

Select a date or date range from the calendar and press the arrow in the bottom right to proceed.



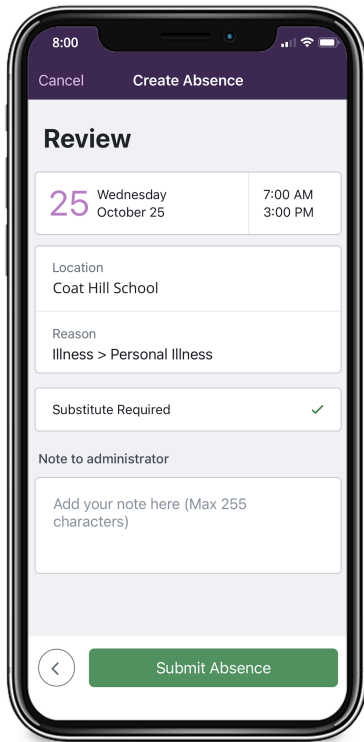
You can choose from a list of timeframes that include “Full Day,” “Half Day AM,” “Half Day PM.”, and or “Custom”. Just note that if you select the “Custom” option, you can select the edit icon to indicate the time (hours) you will be absent. For example, if your shift is from 7:30 a.m to 4:00 p.m and you will be leaving two hours early, you will select 2:00 p.m to 4:00 p.m. This will indicate that you will be absent for these two hours.

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



Press the **arrow** to proceed.

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



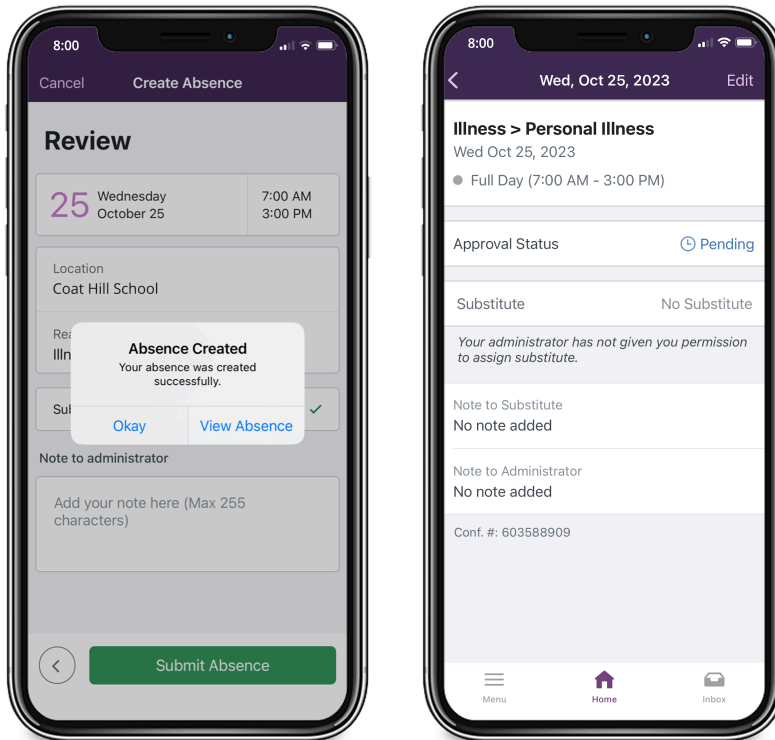
Once you are ready, press **Submit Absence** to create the absence request.

A confirmation message will appear.

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** if any adjustments need to be made (and if approval has not yet been given).

Otherwise, press **Okay** and press the **Home button** to return to the homepage.



Questions or Need Additional Support?

The Personnel Department is here to help. If you have additional questions, or need more support, please contact the Lennox Personnel Department (310) 695- 4000 or email us at do-personnel@lennoxk12.org.