CAMPUS USERS (Site Secretaries, HR or ESD Managers)
ENTERING TRAINING OR DISTRICT BUSINESS ABSENCES IN FRONTLINE

Employees are not able to change the accounting code for any absence reason. Campus Users (site secretaries, HR, or ESD Managers) will need to change the accounting code for any training or district business absences.

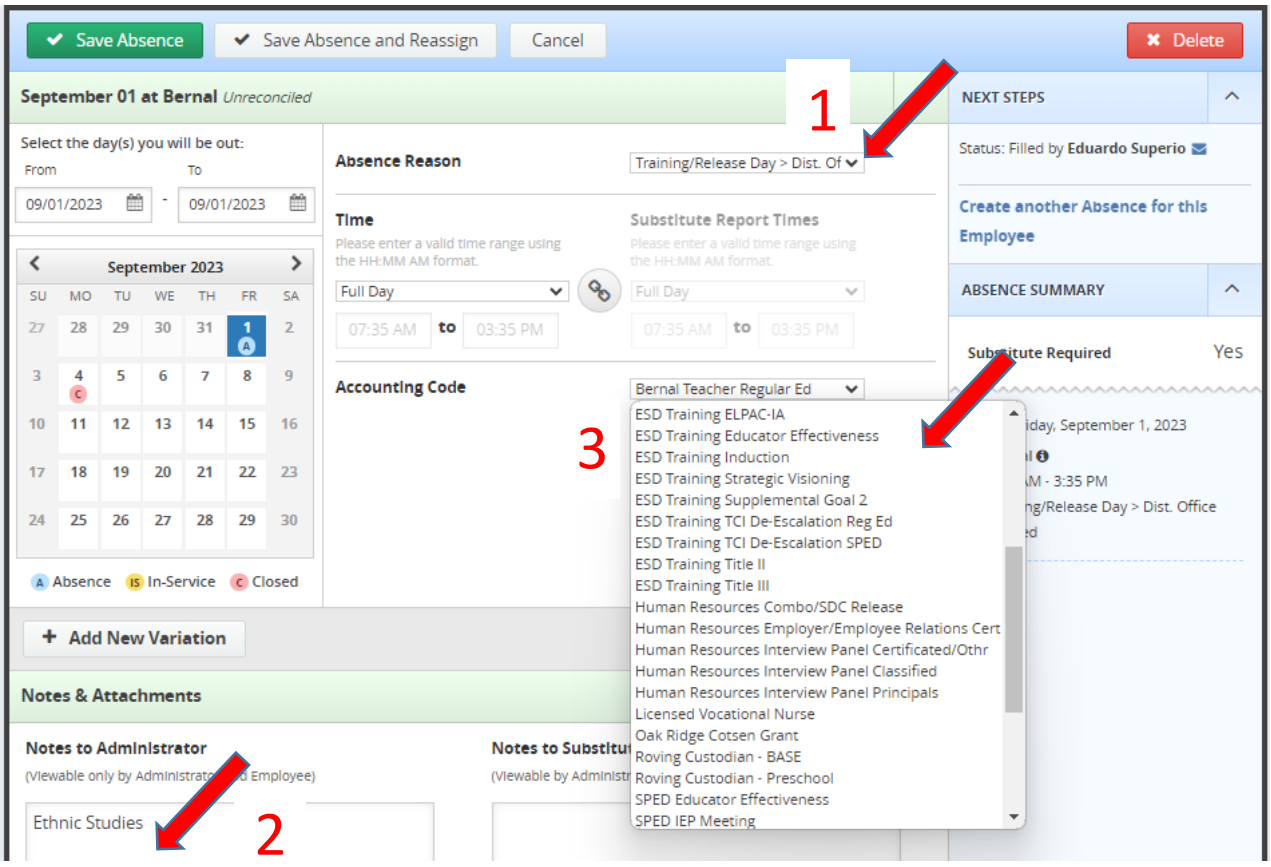
When entering an absence for an employee, use the pull down arrow next to the Absence Reason to choose the appropriate reason, or if the employee has already done this, make sure it's correct!

1. ABSENCE REASONS:
   District Business
   Training/Release Day > Combo/SDC Teacher Release Day
   Training/Release Day > Dist. Office Funded
   Training/Release Day > School Site Funded

2. The "Notes to Administrator" field is mandatory for any of the above absence reasons.

3. Use the "Accounting Code" pull down menu to select the training budget according to the name in the "Notes to Administrator" field.

Whomever has visibility to the employee's site and employee type will receive an e-mail requesting approval for the training. The campus user can click on the link included in the e-mail to change the accounting code at this time. Changing the absence reason is not enough – the absence reason is not tied to the accounting code. The accounting code needs to be changed for the appropriate budget to be charged.



2026-27 ESD/SPED Training Budget Codes in Frontline		
Budget/Frontline Description	**"Notes to Administrator"**	**Staff Responsible**
ESD Training ELPAC- IA 010-0000-0-2110-02-1110-1000-041530-060-0000	ELPAC	Marcoida
ESD Training Induction 010-0000-0-1110-02-1110-1000-059927-060-0000	Induction	Bui
ESD Training Supplemental Goal 2 010-0800-0-1110-02-1110-1000-080002-060-0000	SEAL	Marcoida
	TK Teachers	Mondragon-Doty
	Ethnic Studies	Marcoida
ESD Training Title II 060-4035-0-1110-02-1110-1000-403501-060-0000	CAA - Alternative ELPAC	Marcoida
	CIM - Compliance Improvement Monitoring	Enna
	DRDP	Singh
	ELA-ELD Implementation	Mondragon-Doty
	Math	Mondragon-Doty
	Restorative Practices	Bui
	Safety Care	Duffy
	Social Studies/Studies Weekly	Marcoida
ESD Training Title III 060-4203-0-1110-02-1110-1000-420300-060-0000	CABE	Mondragon-Doty
SPED Training Title II 060-4035-0-1110-02-1110-1000-403501-083-0000	CIM Compliance Improvement Monitoring	Enna
	DRDP	Singh
	CAA Alternative ELPAC	Singh
SPED Training/Release 080-6500-0-1110-02-5760-1110-031801-083-0000	IEP Meeting	Singh
Teacher Residency Grant 060-9050-0-1110-02-1110-1000-905000-060-0000	Teacher Residency Grant	Bui
HR TRAINING 2026-27		
Human Resources Combo/SDC Release	010-0000-0-1110-02-1110-1000-071304-092-0000	
Human Resources Employer/Employee Relations Cert	010-0000-0-1110-02-0000-2110-071000-092-0000	
Human Resources Employer/Employee Relations Class	010-0000-0-2982-02-0000-2110-071000-092-0000	
Human Resources Interview Panel Certificated/Other	010-0000-0-1110-02-0000-7400-071301-092-0000	
Human Resources Interview Panel Classified	010-0000-0-2982-02-0000-7400-071301-092-0000	
Human Resources Interview Panel Principals	010-0000-0-1305-02-0000-2700-071301-092-0000	

School	Description	External ID
Anderson	Anderson Teacher Release Site Discretionary	000-0000-0-1110-02-1110-1000-018100-001-0000
	Anderson Teacher Release/Combo/Science Camp LCFF	000-0000-0-1110-02-1110-1000-018600-001-0000
Baldwin	Baldwin Teacher Release LCFF	000-0000-0-1110-02-1110-1000-018600-002-0000
Bernal	Bernal Teacher Release Athletic Director	000-0000-0-1110-02-1110-4200-018600-031-0000
	Bernal Teacher Release LCFF	000-0000-0-1110-02-1110-1000-018600-031-0000
	Bernal Teacher Release Site Discretionary	000-0000-0-1110-02-1110-1000-018100-031-0000
Christopher	Christopher Teacher Release LCFF Science/Rov Sub	000-0000-0-1110-02-1110-1000-018600-005-0000
Davis	Davis Teacher Release LCFF	000-0000-0-1110-02-1110-1000-018600-032-0000
Del Roble	Del Roble Teacher Release LCFF	000-0000-0-1110-02-1110-1000-018600-006-0000
	Del Roble Teacher Release Science Camp Site D	000-0000-0-1110-02-1110-1000-018100-006-0000
Edenvale	Edenvale Teacher Release LCFF	000-0000-0-1110-02-1110-1000-018600-008-0000
	Edenvale Teacher Release Title I	060-3010-0-1110-02-1110-1000-301000-008-0000
Frost	Frost Teacher Release LCFF	000-0000-0-1110-02-1110-1000-018600-009-0000
Hayes	Hayes Teacher Release LCFF	000-0000-0-1110-02-1110-1000-018600-011-0000
Herman	Herman Teacher Release Athletic Director	000-0000-0-1110-02-1110-4200-018100-033-0000
	Herman Teacher Release LCFF	000-0000-0-1110-02-1110-1000-018600-033-0000
Indigo @ Frost	Indigo Teacher Release LCFF	000-0000-0-1110-02-1110-1000-018600-022-0000
Ledesma	Ledesma Teacher Release LCFF	000-0000-0-1110-02-1110-1000-018600-020-0000
Oak Ridge	Oak Ridge Teacher Release LCFF	000-0000-0-1110-02-1110-1000-018600-013-0000
	Oak Ridge Teacher Release Site Discretionary	000-0000-0-1110-02-1110-1000-018100-013-0000
Parkview	Parkview Teacher Release LCFF	000-0000-0-1110-02-1110-1000-018600-014-0000
Sakamoto	Sakamoto Teacher Release LCFF	000-0000-0-1110-02-1110-1000-018600-015-0000
	Sakamoto Teacher Release Site Discretionary	000-0000-0-1110-02-1110-1000-018100-015-0000
Santa Teresa	Santa Teresa Teacher Release/Assessments LCFF	000-0000-0-1110-02-1110-1000-018600-017-0000
	Santa Teresa Teacher Release/Science Camp Site D	000-0000-0-1110-02-1110-1000-018100-017-0000
Stipe	Stipe Teacher Release LCFF	000-0000-0-1110-02-1110-1000-018600-018-0000
Taylor	Taylor Teacher Release LCFF	000-0000-0-1110-02-1110-1000-018600-019-0000