

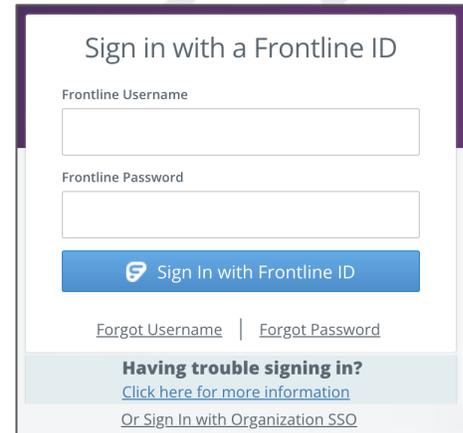


Absence Management

SIGNING IN

Go to app.frontlineeducation.com. Enter your username and password and click **Sign In**. Or, if applicable, use the Org. SSO link.

If you cannot recall your credentials, use the recovery options or click the “**Having trouble signing in?**” link for additional troubleshooting details.



ACCESSING THE DAILY REPORT

The Daily Report provides an overview of each day’s absences, substitutes, and more. Access or print the Daily Report by clicking the **Daily Report** button on the home page.

CREATING AN ABSENCE

You may need to enter an absence on behalf of an employee. Click the **Create Absence** button on the Quick Actions panel or choose **Absences > Create Absence** from the side navigation bar.

APPROVING (OR DENYING) ABSENCES

If you approve absences, click the **Approve** button on the Quick Actions panel and click the **Approve** or **Deny** button beside each absence as you review the list.

RECONCILING ABSENCES

Click the **Reconcile** button in the Quick Actions panel to view absences and check that the data is correct. This is especially important if you share absence data with a payroll system.

Conf #	Name	School	Reason	Shift	Created	Held Until
585979884 Absence	Adria, Katara	Beacon School	Personal Day		6/13/2023 10:23 AM	

PREFERRED SUBSTITUTES

Create a list of substitutes that you prefer to work at your school, if permissions allow. Go to **Settings > School > Preferred Substitutes** to calculate visibility lead time and manage subs affiliated with your list.

STAFF LIST REPORT

This report provides a detailed list of all employees and vacancy profiles at your school. Go to **Reports > Employee > Staff List**.



SUBSTITUTE SIGN-IN REPORT

This report generates a list of substitutes who are scheduled to work each day. Print it and prompt substitutes to sign it upon arrival. Go to **Reports > Absence > Substitute Sign In**.

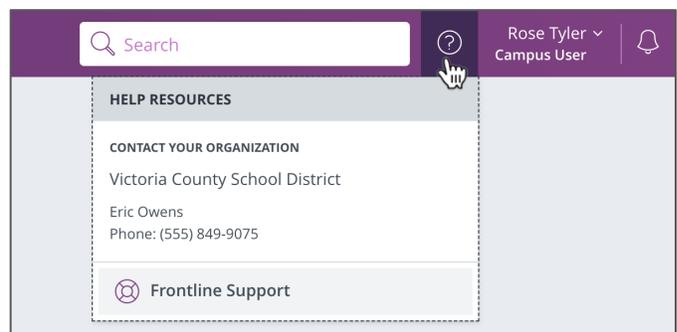
1 Substitute Sign In				
Substitute	Signature	Start/End	Employee	Conf. #
Wednesday, June 14, 2023				
David Caughill Victoria County Community Schools		Full Day 11:00 AM - 06:00 PM	Barker, Bob Teacher	586064756

MOBILE OPTIONS

You have access to the Frontline Education mobile app. This *free* app provides increased accessibility to features such as absence approval and other absence tracking tools. Search “Frontline Education” via the app store to download it and use your system username and password to sign in.

GETTING HELP AND RESOURCES

If you have questions, click **Help Resources** in the top purple bar of your application. View your Organization Admin’s contact details or select **Frontline Support** to access learning resources.



ADDITIONAL RESOURCES

Sign in and search for the following topics in the Learning Center for next steps:

- [Getting Started](#)
- [Popular Questions](#)
- [Frontline Mobile App](#)

