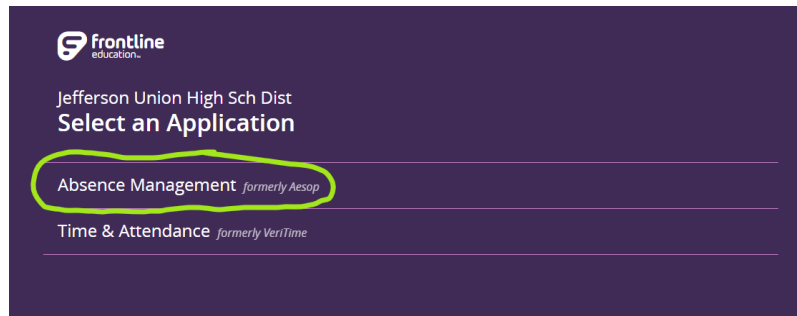


Absence Reporting

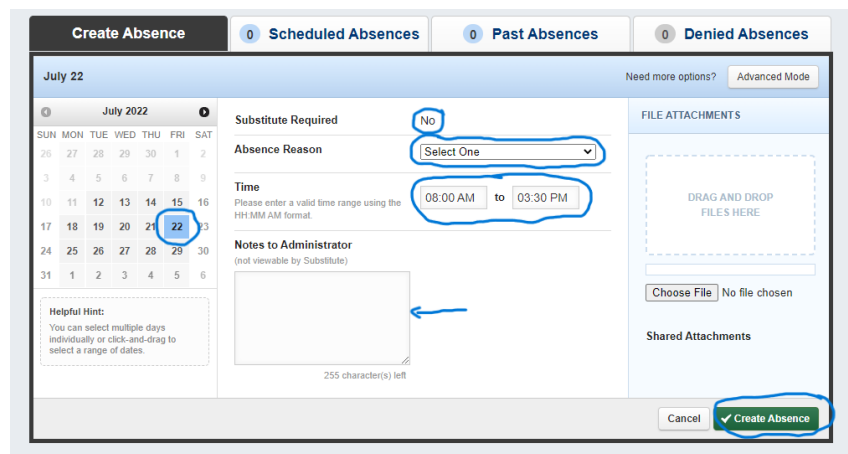
With Frontline Absence Management, absences can be reported via a [computer](#) or [mobile device](#). Frontline Absence Management streamlines reporting absences and tracking employee leave balances.

From a Computer, Laptop or Chromebook

1. Go to <https://app.frontlineeducation.com> and utilize [Single Sign On](#).
 - o Note the “Sign In with Organization SSO” link is located under the username and password fields.
2. Select Absence Management



3. Report your absence information
 - o Select the day(s) you will be away from work
 - o Check the “Substitute Required Field”
 - Some employees have the option of selecting a sub. If a sub is required, please select yes.
 - o Select the “Absence Reason”
 - o Enter the “Time” you will be away from work
 - For most certificated employees, this field is only adjustable for full day and half day am/pm
 - For most classified employees, this field is adjustable by hours with the use of the “custom” option.
 - o You can also enter notes to the administrator (i.e. I will be attending my son’s graduation). These notes are only visible to the administrator, so they are not public information. **Be sure to enter notes for Personal Days and School Business Absences.**
 - o File attachments are an option and may include sub plans or medical notes.
 - o Once your details, select “Create Absence”



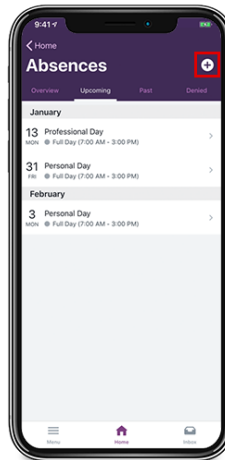
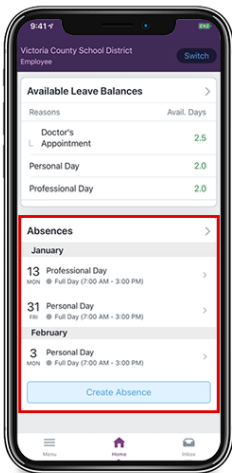
The screenshot shows the "Create Absence" form. At the top, there are tabs for "Scheduled Absences", "Past Absences", and "Denied Absences". The main form area includes a calendar for July 2022 with the 22nd highlighted. Below the calendar, there are fields for "Substitute Required" (set to "No"), "Absence Reason" (a dropdown menu with "Select One" selected), and "Time" (08:00 AM to 03:30 PM). There is also a "Notes to Administrator" field with a character count of "255 character(s) left". On the right side, there is a "FILE ATTACHMENTS" section with a "DRAG AND DROP FILES HERE" area and a "Choose File" button. At the bottom right, there is a "Create Absence" button highlighted with a green circle.

Absence Reporting

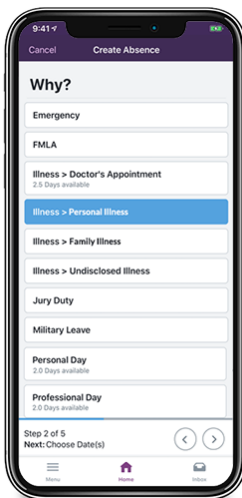
Congratulations! You've entered your absence. For those who previously reported absences using the carbon copy paper, please do not submit carbon absence sheets as you have done previously.

From a Mobile Device

1. Ensure the Frontline mobile app is installed on your mobile device (directions are available [here](#)) and open the app.
2. You can create a new absence through one of two options within the app. Click Create Absence directly from the home page (as seen in the first image) OR access the Menu and select the Absences option. From this page, you can press the "+" button (as seen in the second image).

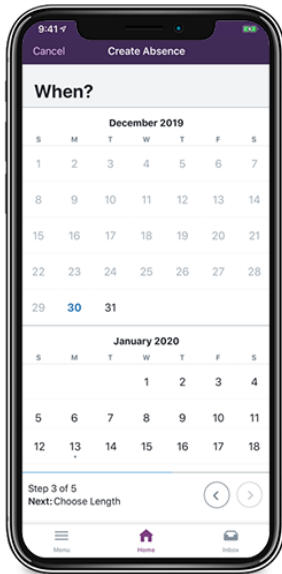


3. This selection opens Step 2 of the absence creation process. From here, you will select an absence reason and then press the arrow in the bottom right corner to proceed.



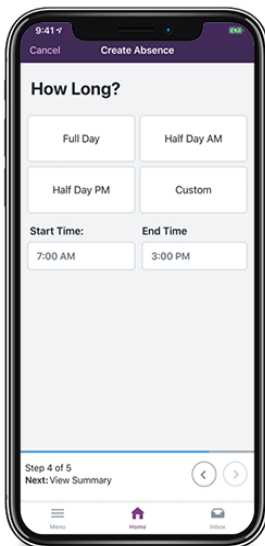
Absence Reporting

4. Step 3 defines when the absence will take place. Select a date (or date range) from the calendar and press the arrow in the bottom right to proceed.



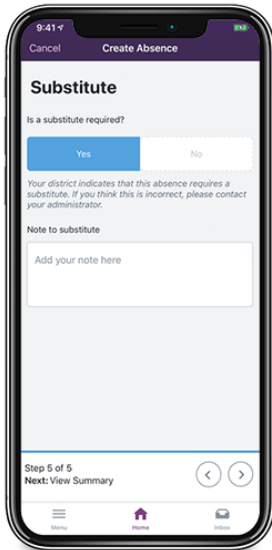
5. Step 4 determines the absence's duration. You can choose from a list of timeframes that include "Full Day," "Half Day AM," "Half Day PM," and/or "Custom." Just note that if you select the "Custom" option, you can select the pencil icon beside the start and end time to indicate the alternate timeframe.

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



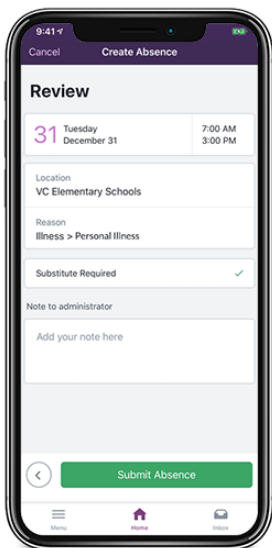
Absence Reporting

6. Step 5 prompts you to identify whether a substitute is required. Select the "Yes" or "No" option based on your position's requirements and press the right arrow to proceed.



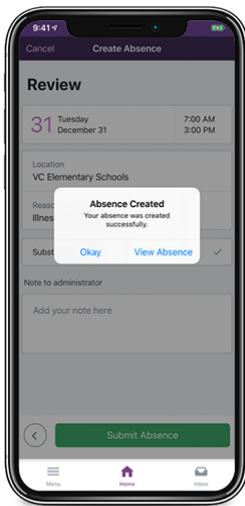
7. The final Summary page provides an overview of the selections you made. These details include the location, absence reason, timeframe, and confirmation for whether a substitute is required. You can also include a personal note to the administrator prior to submitting the absence.

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

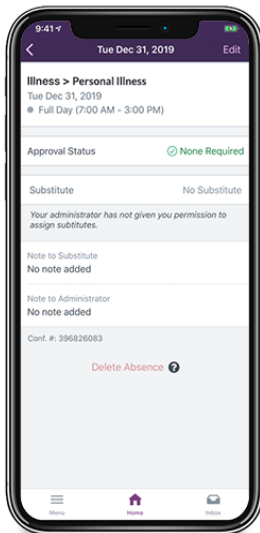


Absence Reporting

8. A confirmation message will appear. Congratulations! You have successfully reported an absence using the mobile app.



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 (in the top left corner) if any adjustments need to be made. Otherwise, press the Home button at the bottom to return to the homepage.



Additional Resources

[Employee Quick Start Guide](#) (English)

[Employee Quick Start Guide](#) (Spanish)

[Demonstration Video](#)

[Frontline Central Training Center](#)