

Absence and Substitute Management



The image shows a 'Sign In' form with two input fields for 'ID:' and 'Pin:'. Below the fields is a 'Login' button, a 'Pin Reminder' link with a pin icon, and a 'Login Problems' link with a person icon.

LOGGING IN ON THE WEB

To log in to the absence management system, type signin.frontlineeducation.com in your web browser's address bar and select **Sign In** for the "Absence Management" feature.

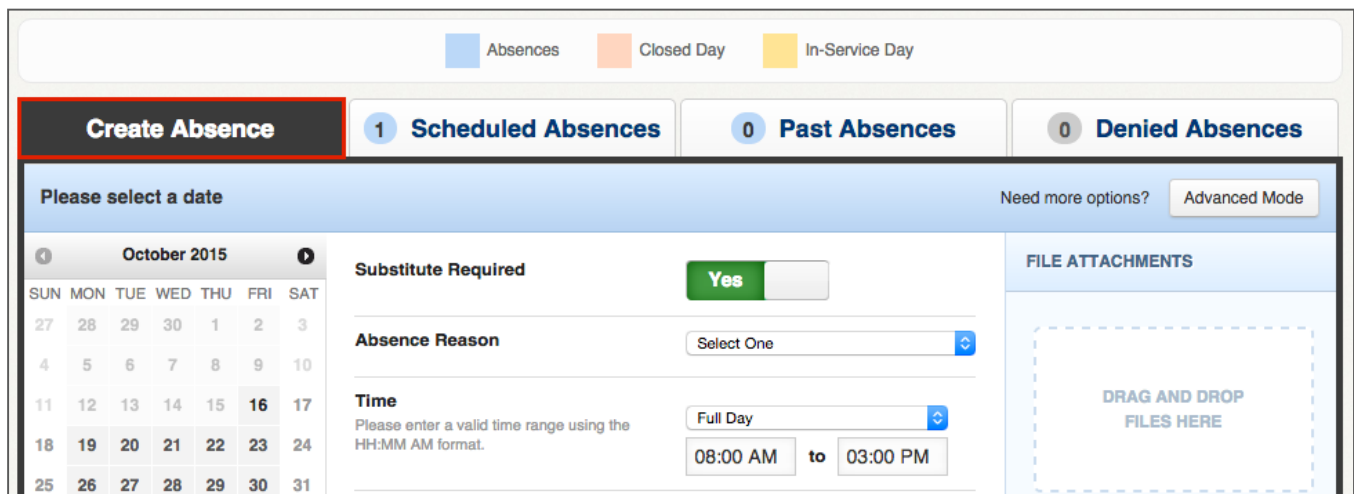
The Sign In page will appear. Enter your ID and PIN and click **Login**.

CAN'T REMEMBER YOUR LOGIN INFO?

If you're having trouble logging in, click the **Login Problems** link next to the "Login" button for more information.

CREATING AN ABSENCE

You can enter a new absence from your absence management home page under the **Create Absence** tab.



The image shows the 'Create Absence' form. At the top, there are three tabs: 'Create Absence' (highlighted), '1 Scheduled Absences', '0 Past Absences', and '0 Denied Absences'. Below the tabs, there's a 'Please select a date' section with a calendar for October 2015. To the right of the calendar, there are fields for 'Substitute Required' (a toggle set to 'Yes'), 'Absence Reason' (a dropdown menu), and 'Time' (a dropdown menu set to 'Full Day' and a time range field showing '08:00 AM to 03:00 PM'). On the far right, there's a 'FILE ATTACHMENTS' section with a dashed box labeled 'DRAG AND DROP FILES HERE'.

Fill out the absence details including the date of the absence, the absence reason, notes to the Administrator or substitute, and more. You can also attach files to the absence from here.

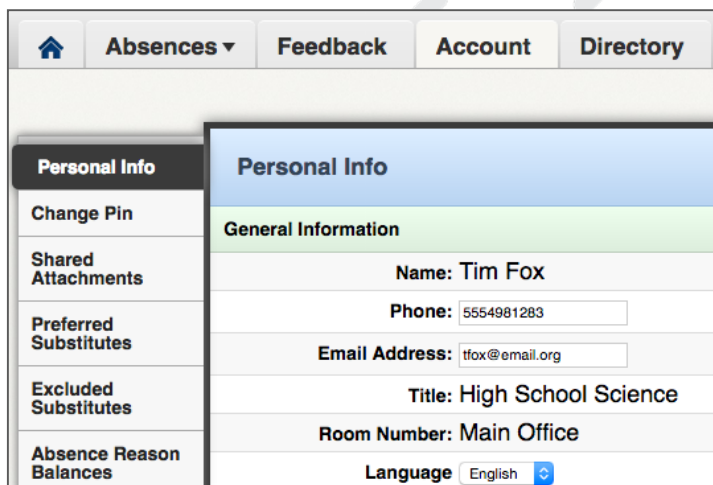


A green button with a white checkmark icon and the text 'Create Absence'.

When you're completed entering the absence details, click the **Create Absence** button.

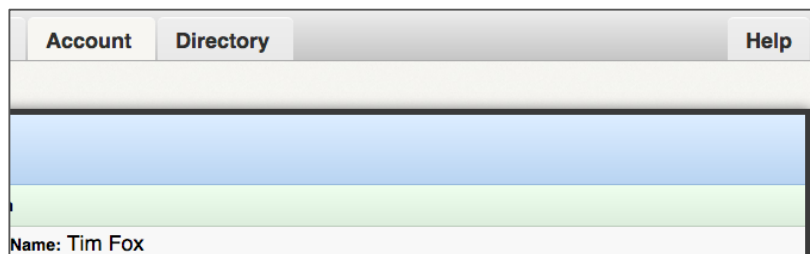
MANAGING YOUR PIN AND PERSONAL INFORMATION

Under the “Account” tab, you can manage your personal information, change your PIN number, upload shared attachments (lesson plans, classroom rules, etc.), view absence reason balances, manage your preferred substitutes, and more.



Personal Info	Personal Info
Change Pin	General Information
Shared Attachments	Name: Tim Fox
Preferred Substitutes	Phone: 5554981283
Excluded Substitutes	Email Address: tfox@email.org
Absence Reason Balances	Title: High School Science
	Room Number: Main Office
	Language: English

GETTING HELP AND TRAINING



Account	Directory	Help
		Help
		Name: Tim Fox

If you have questions, want to learn more about a certain feature, or need more information about a specific topic, click the **Help** tab to go to the absence management Learning Center, where you can search a knowledge base of help and training materials.

ACCESSING ABSENCE MANAGEMENT ON THE PHONE

Not only is Frontline’s absence management on the web but you can also create absences, manage personal information, check absence reason balances, and more, all over the phone.

To call the absence management system, dial **1-800-942-3767**. You’ll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

Over the phone you can:

- Create an absence (within the next 30 days) – **Press 1**
- Check your absence reason (entitlement) balances – **Press 2**
- Review upcoming absences – **Press 3**
- Review a specific absence – **Press 4**
- Review or change your personal information – **Press 5**

If you create an absence over the phone, be sure to make note of the confirmation number that the system assigns the new absence for reference.

