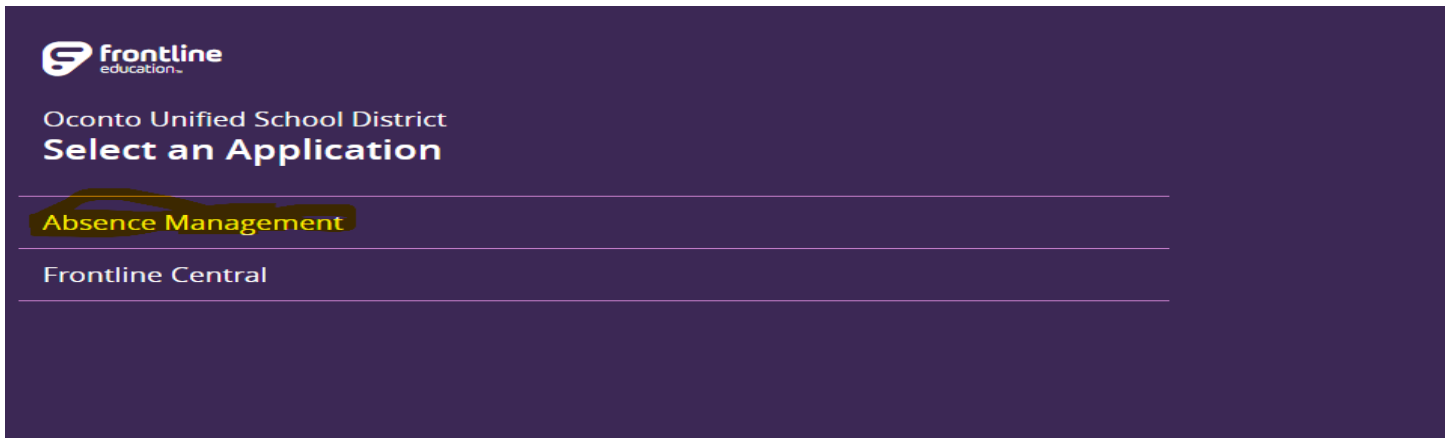


How to create an Absence and how to add Preferred Substitutes within the Frontline Absence Management system

After you have created your absence in Skyward, you will be pushed to Absence Management in Frontline. Below is the first screen you will come to. Choose “Absence Management.”

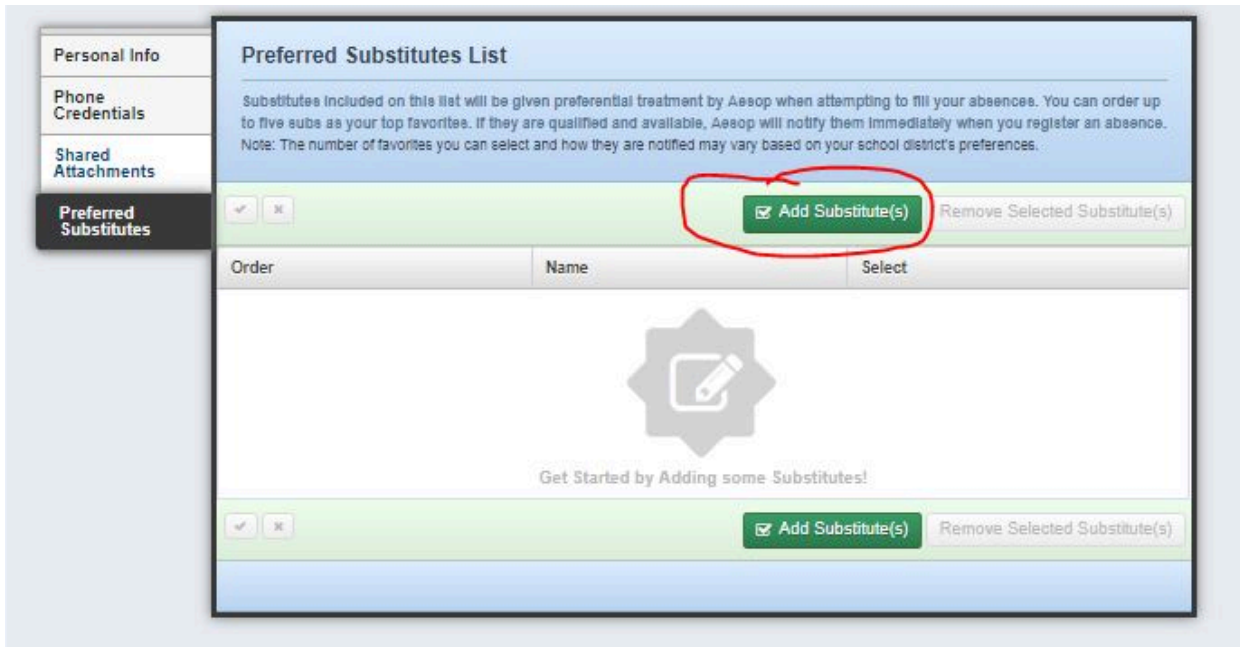


Be sure to say “yes” if you need a sub. Select your absence reason and be sure that the time you will be out is correct. Click on the “Create Absence” button after you have verified that everything is correct (sub yes/no, times, etc.).

Teachers - If you only need coverage for 1 or 2 class periods, please enter the absence as no sub needed and then contact the office (Courtney C., Carroll, or Courtney F.) and ask if they can try to cover you in-house first. If they cannot, the absence can be changed to sub needed.

The screenshot shows the 'Create Absence' form. At the top, there are three calendar views for August 2018, September 2018, and October 2018. Below the calendars is a legend: 'Absences' (blue square), 'Closed Day' (orange square), and 'In-Service Day' (yellow square). The form has four tabs: 'Create Absence' (selected), 'Scheduled Absences', 'Past Absences', and 'Denied Absences'. The 'Create Absence' tab is active, showing a 'Please select a date' section with a calendar for August 2018. Below the calendar, there are fields for 'Substitute Required' (Yes/No), 'Absence Reason' (dropdown), 'Time' (start and end time), 'Notes to Administrator', and 'Notes to Substitute'. A red circle highlights the 'FILE ATTACHMENTS' section on the right, which includes a 'DRAG AND DROP FILES HERE' area, a 'Choose File' button, and a 'Shared Attachments' section. At the bottom right, there are 'Cancel' and 'Create Absence' buttons.

Within the Frontline system, you can also choose “Preferred Subs.” Click on the “Account” button on the left-hand side of the screen. That will bring you to this page. Click “Add Substitutes.”



That will bring you to this screen... Check the boxes next to the substitutes that you would like to add to your account as “Preferred Subs.” Teachers on Call recommends that you have Preferred Subs set up in your account.

