

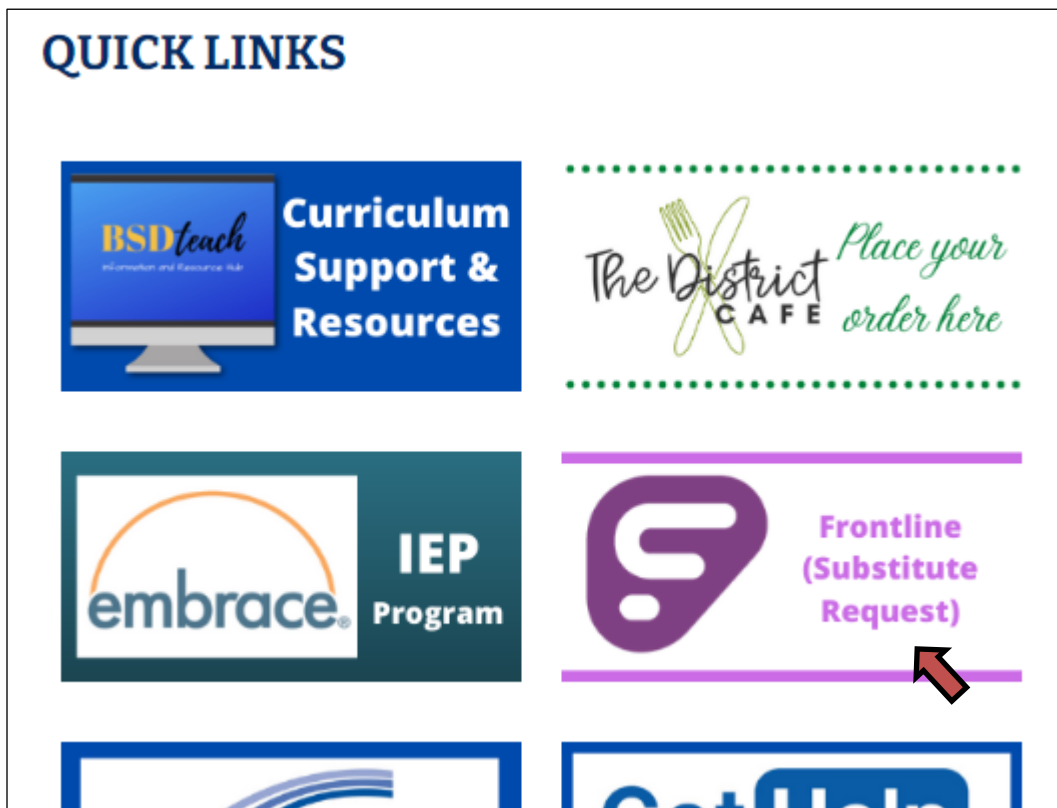
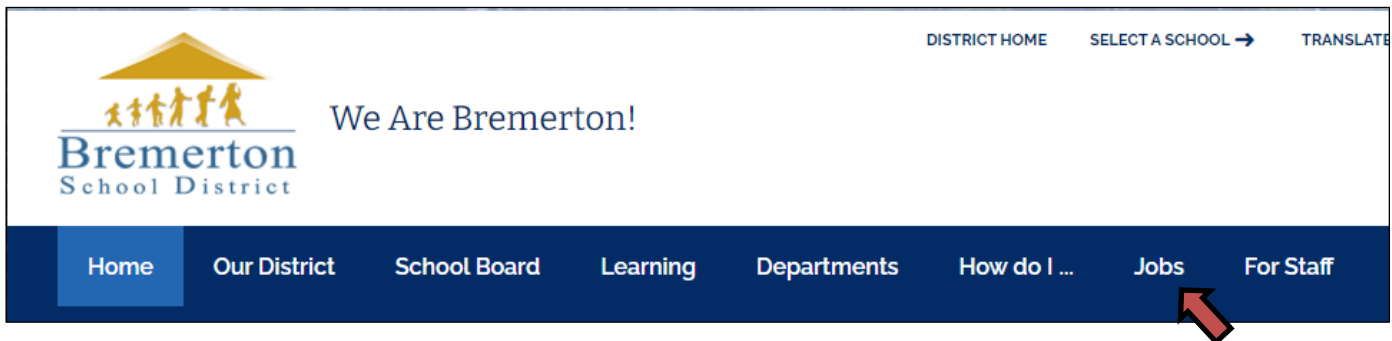
FRONTLINE – QUICK START GUIDE

(ABSENCE MANAGEMENT)

Absence Management will be available to you 24 hours a day, 7 days a week, and can be accessed via internet and phone.

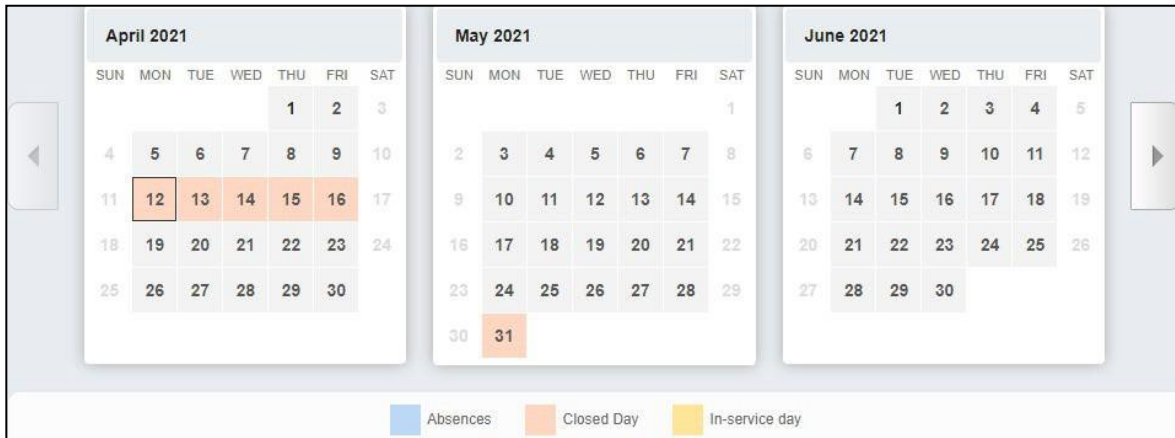
Accessing Frontline

The most effective way to access Frontline is through the Bremerton School District website – www.bremertonschools.org



CALENDAR AND TABS

The calendar displayed on your homepage provides an "at-a-glance" view of the current and following months. The calendar shows any closed days coming up and any absences you have entered.

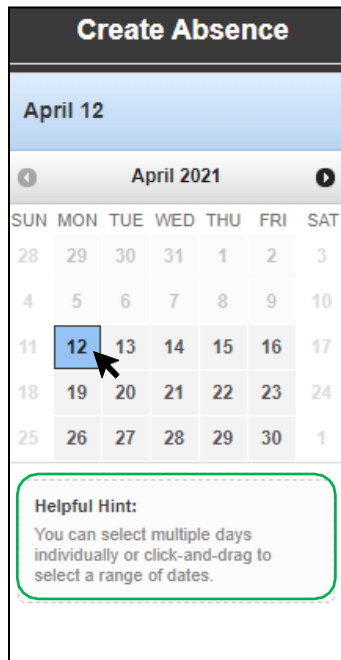


Click on the tabs to create an absence, view your scheduled absences, past absences, and denied absences.



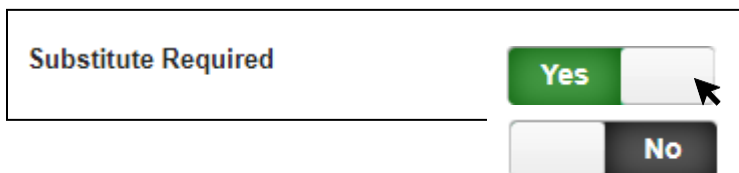
CREATING AN ABSENCE

To create an absence, start by clicking on a date in the calendar.



ENTERING ABSENCE DETAILS

Substitute Requirements: The Substitute Required is defaulted to Yes. If you do not need a substitute to cover your absence, click on the bar to toggle to No.



A toggle switch labeled "Substitute Required". The switch is currently in the "Yes" position, indicated by a green bar and the word "Yes" in white. A mouse cursor is pointing at the right side of the "Yes" bar. Below the "Yes" bar is a "No" bar, which is currently greyed out and has the word "No" in white.

Absence Reason: You must select an Absence Reason to create an absence. Click on the drop-down arrow to open a list of absence reasons.

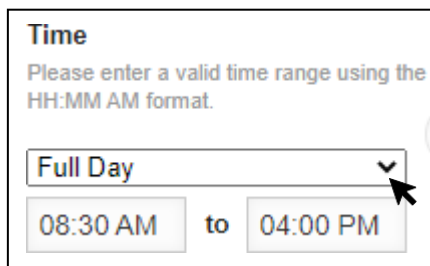


A drop-down menu labeled "Absence Reason". The menu is currently closed and shows the text "Select One" in a grey font. A mouse cursor is pointing at the drop-down arrow on the right side of the menu.

Commonly used absence reasons:

- Sick – Non Illness: Select this reason if you are not sick but are caring for a family member who is ill. It is also acceptable to use this if you are going to a medical appointment but are not sick.
- Sick Day - Illness: Select this reason if you are ill.
- Personal Leave – Personal Leave may be taken for any reason, please schedule with and notify your supervisor.
- Vacation – *If* you receive vacation days, you may select this. Please make sure this is prescheduled with your supervisor.

Absence Time: Click on the drop-down arrow to open a list of absence time options. The system will default to Full Day. You can select from Half Day AM, Half Day PM, or custom to enter specific start and end times.



A form titled "Time" with the instruction "Please enter a valid time range using the HH:MM AM format." Below the instruction is a drop-down menu with "Full Day" selected. A mouse cursor is pointing at the drop-down arrow. Below the drop-down menu are two input fields: "08:30 AM" and "04:00 PM", separated by the word "to".

Absence Notes: You have the option to leave no notes or leave notes to your administrator and/or substitute. To do this, click on the appropriate box and start typing. The system only allows for 255 characters and will automatically update the remaining character count as you type

Notes to Administrator <small>(not viewable by Substitute)</small>	Notes to Substitute
Not feeling well.	Please report to the front office when you arrive.
237 character(s) left	204 character(s) left

File Attachments: If you would like to leave an attachment for your substitute, such as a bell schedule or lesson plan, simply drag and drop the file. You can also attach a file by selecting Choose File. Uploaded attachments will be displayed below. Click on the pencil icon to leave a description of the attachment. Click on the trash can icon to delete the attachment.



FILE ATTACHMENTS

DRAG AND DROP FILES HERE

Choose File No file chosen

Document 1.pdf

No Description...

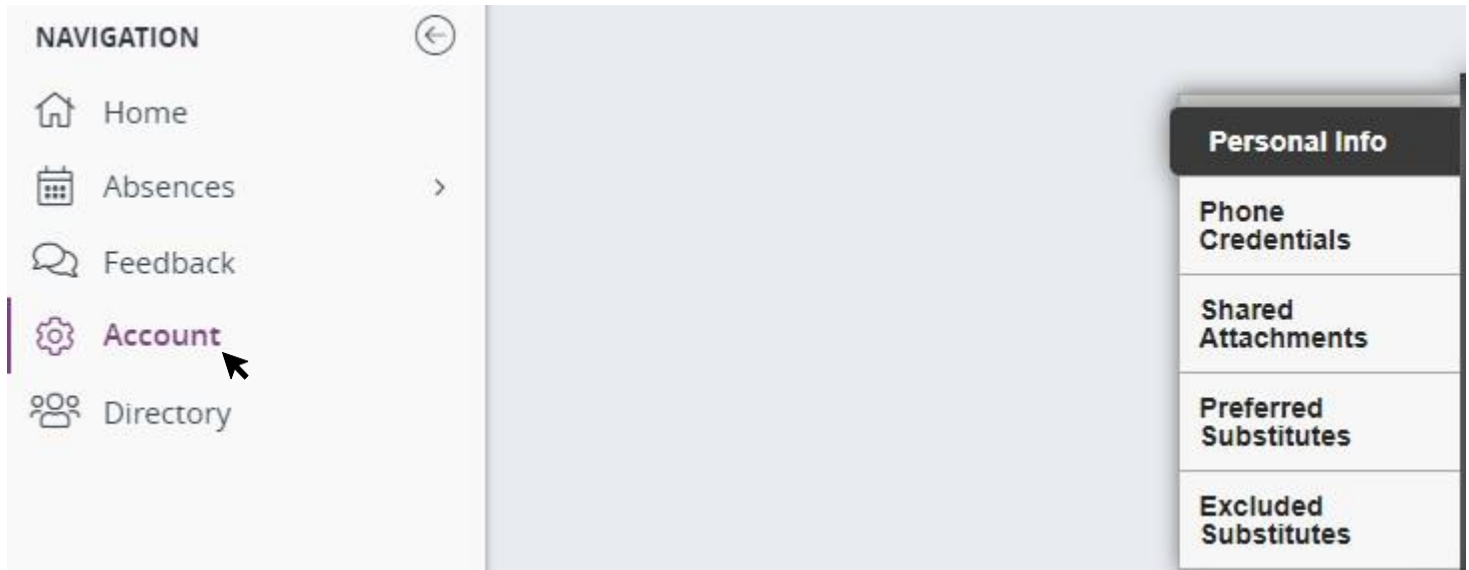
FINALIZING YOUR ABSENCE:

Create Absence: This option will allow qualified substitutes to see your absence and accept it.

Cancel

MANAGING YOUR PERSONAL INFORMATION

From the Navigation menu, select Account. From the Account screen, click the applicable tab for the information you would like to update.

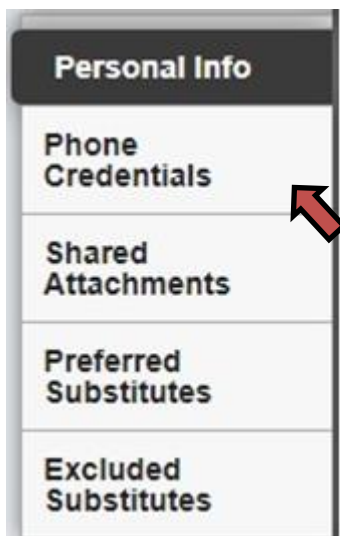


ACCESSING ABSENCE MANAGEMENT ON THE PHONE

You can also create absences and manage personal information over the phone. To call the Absence Management system, dial 1-800-942-3767. You will be prompted to enter your ID number (followed by the # sign), then your PIN (followed by the # sign).

Your ID number is the phone number you have in Frontline + a zero at the end. (Ex: 36047310260)

Your PIN is in your account under Phone Credentials:



Over the phone you can:

- Create an absence (within the next 30 days) – Press 1
- Check absence reason (if available) – Press 2
 1. Sick – Non Illness
 2. Sick Day – Illness
 3. Personal Leave
 4. Personal LV NonRep
 5. Vacation
- Review upcoming absences – Press 3
- Review a specific absence – Press 4
- Review or change personal information – Press 5

FREQUENTLY ASKED QUESTIONS

How do I edit or cancel an absence?

You can edit or even cancel future absences if you make a mistake. Simply go to your "Schedule Absences" tab, click "View Details", and click "Edit Absence" in the upper left. You can also use the red "Delete" button in the upper right to cancel the absence altogether.

Why can't I select today's date when entering an absence?

Due to district policy, you will need a school or district administrator to enter a same-day absence on your behalf.

How far in advance can I create an absence?

If you enter the absence online, it can be entered up to the end of your school year. If you enter your absence over the phone, it can be done up to one month in advance.

What if there is a substitute that I no longer want in my classroom?

To prohibit a substitute from working in your classroom, you will need to contact your administrator.

How do I attach a file to all my absences? What types of files can be attached?

You can have the system automatically attach a file to each absence you create within a specified date range. To upload this file, simply navigate to the "Account" tab and click "Shared Attachments." Here, you can choose a file from your computer or drag and drop a file for upload. Files must be in .doc, .docx, .pdf, .xls, .xlsx, .ppt, .pptx and must be less than 256 kb in size.