



# Absence Management

## SIGNING IN

Go to [app.frontlineeducation.com](http://app.frontlineeducation.com). Enter your username and password and click **Sign In**. Or, if applicable, use the Organization SSO link.

## LOGIN SUPPORT

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

### Sign in with a Frontline ID

Frontline Username

Frontline Password

Sign In with Frontline ID

[Forgot Username](#) | [Forgot Password](#)

**Having trouble signing in?**  
[Click here for more information](#)  
 Or Sign In with Organization SSO

## CREATING AN ABSENCE

You can enter a new absence from your Absence Management home page under the **Create Absence** tab. Enter the absence details including the date of the absence, the absence reason, notes to the administrator or substitute, etc. and attach any files, if needed. You can then click **Create Absence**.

The screenshot shows the 'Absence Management' interface for 'Victoria County School District'. At the top, it displays the user's name 'Amy Pond' and 'Employee'. Below this are three calendar views for June 2023, July 2023, and August 2023. The 'Create Absence' form is open, showing the following details:

- Substitute Required:** Yes
- Absence Reason:** Select One (dropdown menu)
- Time:** Full Day (dropdown menu), 07:00 AM to 03:00 PM
- Notes to Administrator:** (not viewable by Substitute)
- Notes to Substitute:**
- File Attachments:** A section for 'FILE ATTACHMENTS' with a 'DRAG AND DROP FILES HERE' area, a 'Choose File' button (No file chosen), and a 'Shared Attachments' section containing a file named 'Seating Chart.docx'.

At the bottom of the form, there are 'Cancel' and 'Create Absence' buttons.

