

FRONTLINE USER GUIDE

Frontline can be accessed on the district website under **Resources > Staff > Logins and Communication > Frontline-Absence Management**. **Log in using single sign on (SSO) via your District Google account.**

✓ [2023/2024 Calendars](#)

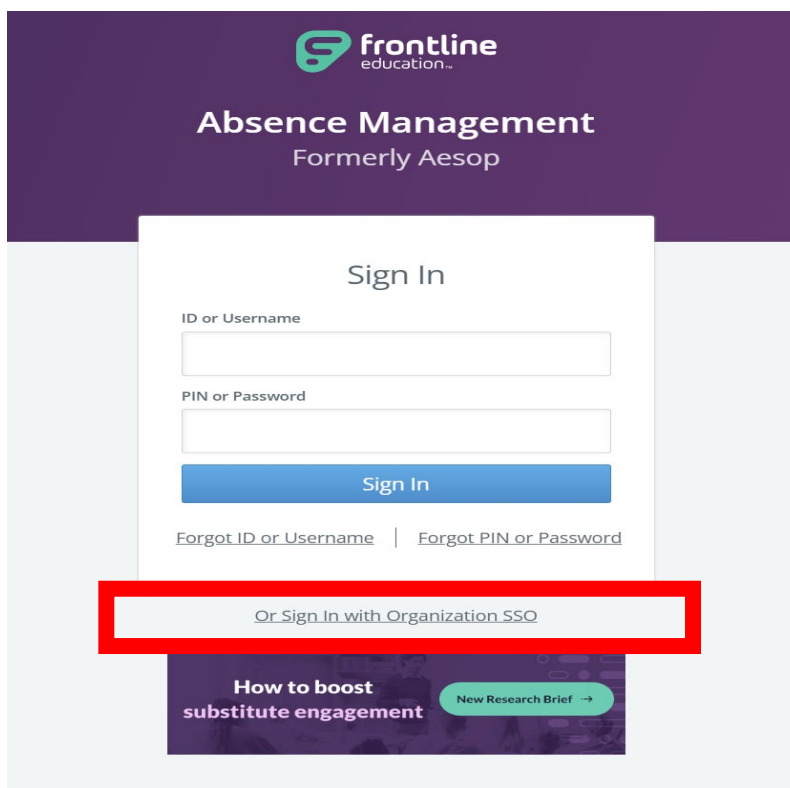
^ [Logins and Communication](#)

Logins

- [Alexandria](#)
- [District Email \(GMAIL\)](#)
- [Frontline – Absence Management](#)
- [CANVAS](#)
- [CLASSLINK Single Sign-on](#)
- [iVisions Employee Access](#)
- [TalentEd Application System](#)
- [MobyMax](#)
- [School Dude \(Maintenance Work Orders\)](#)
- [SafeSchools](#)
- [Zoom](#)

Communications

- [Network/Email Account Request](#)
- [Network/Email Account Request \(paperless\)](#)
- [Equipment Checkout](#)
- [Instructions for Phones](#)
- [Voicemail Instructions](#)



The image shows the Frontline Absence Management login interface. At the top, the Frontline Education logo is displayed. Below it, the text 'Absence Management Formerly Aesop' is centered. The main section is a 'Sign In' form with two input fields: 'ID or Username' and 'PIN or Password'. A blue 'Sign In' button is positioned below the fields. Below the button are two links: 'Forgot ID or Username' and 'Forgot PIN or Password'. At the bottom of the form, there is a link 'Or Sign In with Organization SSO' which is highlighted with a red rectangle. Below the form, there is a promotional banner for 'How to boost substitute engagement' with a 'New Research Brief' button.

ABSENCE MANAGEMENT – How to Create an absence

Absences must be entered no more than 24 hours after they occur. If you miss this window, you must contact your timesheet approver (School Secretary).

Date Selection: When selecting your absence timeframe, click on the desired date within the calendar. The system will highlight your selection in blue.

You can also click on multiple days to create a multi-day absence. If you have a larger range of consecutive days, simply click and drag your cursor to select the dates.

Create Absence

0 Scheduled Absences **0 Past Absences** **0 Denied Absences**

Please select a date

Need more options? **Advanced Mode**

December 2019

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Substitute Required **Yes**

Absence Reason **Select One**

Time
Please enter a valid time range using the HH:MM AM format.
Full Day
08:00 AM to **03:00 PM**

Notes to Administrator
(not viewable by Substitute)
255 character(s) left

Notes to Substitute
255 character(s) left

File Attachments
DRAG AND DROP FILES HERE
Choose File **No file chosen**

Shared Attachments

Cancel **Create Absence**

Absence Details: The absence details (i.e. absence reason, time, etc.) are located beside the date selection tool.

Substitute Required: This is where you will select whether or not you will need a substitute. If you are unsure, reach out to your school secretary or your administrator.

Note to Administrator: Notes are required for your leave to support those who will review your absence. You can also leave notes to the substitute in a separate box. Substitutes cannot see your Notes to Administrator.

Attach a File: Absence Management allows you to attach Word, Excel, and/or PDF files for your substitute to reference. (These documents might include lesson plans, seating charts, etc.) To attach a file, click the Choose File button and browse your computer for the file you want to attach. If you are using a web browser (e.g. Chrome or Safari), you may also be able to drag the file right into the drop area.

Once a file is added, it will appear in the File Attachments section. Select the pencil icon to describe the attachment or click the trash can icon to delete it, if needed.

June 2023

SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Helpful Hint:
 You can select multiple days individually or click-and-drag to select a range of dates.

Substitute Required
☒ Yes

Absence Reason

Select One

Time
 Please enter a valid time range using the HH:MM AM format.

Full Day

08:30 AM to 05:00 PM

Notes to Administrator
 (not viewable by Substitute)

255 character(s) left

Notes to Substitute

255 character(s) left

FILE ATTACHMENTS

DRAG AND DROP FILES HERE

Choose File No file chosen

Shared Attachments

Saving the Absence: Once you have filled in all the required fields, click the **Create Absence** button at the bottom right corner.

Create Absence

2 Scheduled Absences

3 Past Absences

0 Denied Absences

Please select a date

Need more options? Advanced Mode

June 2023

SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Helpful Hint:
 You can select multiple days individually or click-and-drag to select a range of dates.

Substitute Required
☒ Yes

Absence Reason

Jury Duty - provide documentati

Time
 Please enter a valid time range using the HH:MM AM format.

Full Day

08:30 AM to 05:00 PM

Notes to Administrator
 (not viewable by Substitute)

Jury Duty

246 character(s) left

Notes to Substitute

Please remember to feed Frodo, our classroom hamster! :)

199 character(s) left

FILE ATTACHMENTS

DRAG AND DROP FILES HERE

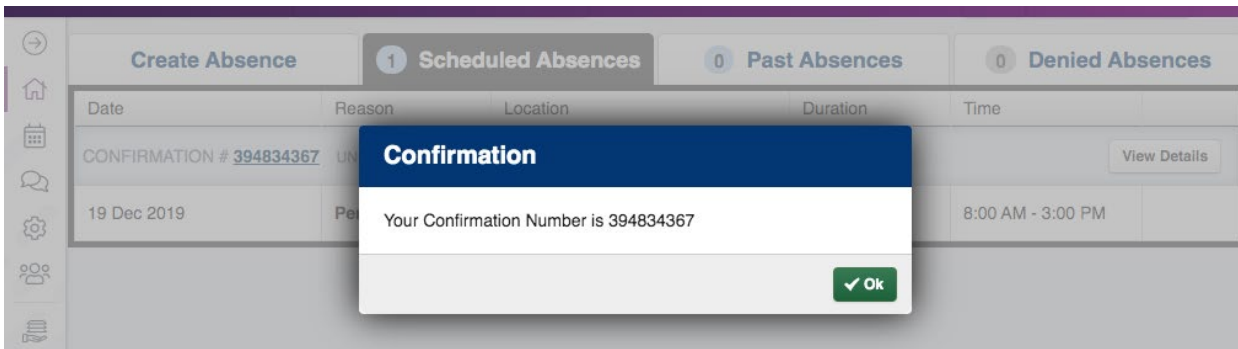
Choose File No file chosen

Shared Attachments

Cancel

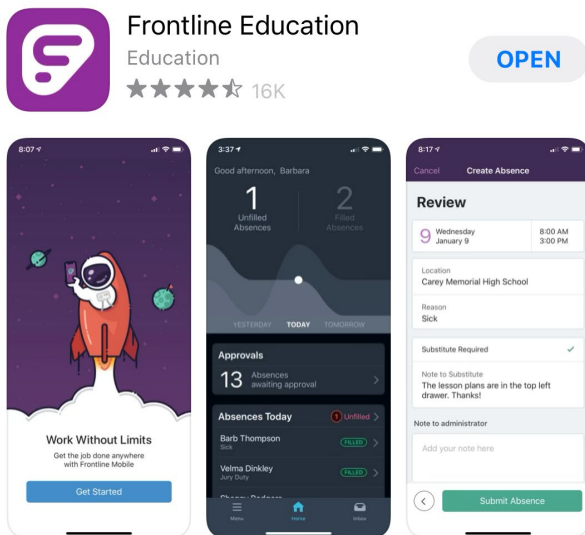
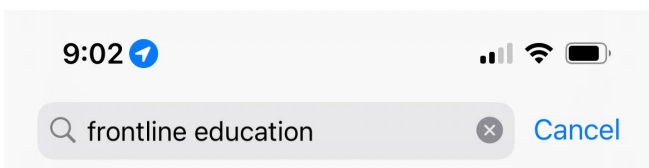
Create Absence

Once the absence is saved, you will see a message with a confirmation number, and the absence will appear under the "Scheduled Absences" tab.

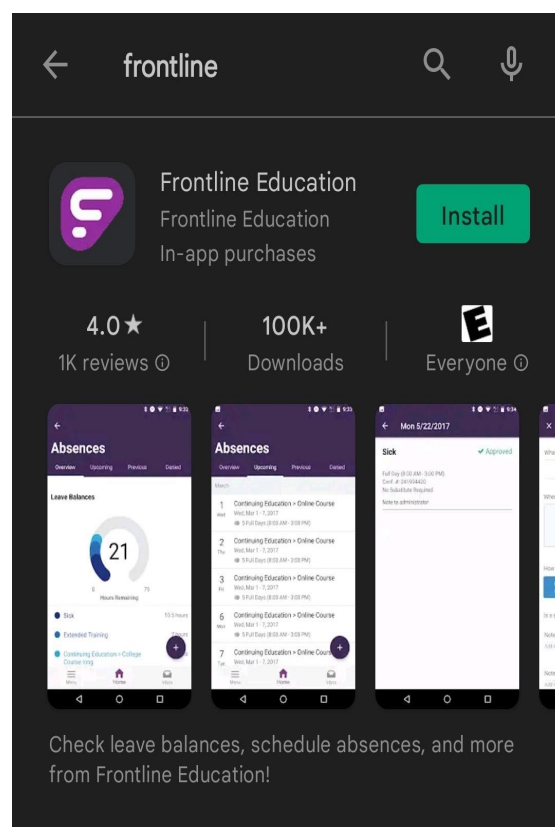


Frontline Education App for IOS & Android

To make entering absences and timesheets easier, Frontline has an app! To download, search “Frontline Education” in your devices app store. Log into the app with your District account via SSO.



IOS/Apple



Android