Tips for using Frontline:

- You can use Frontline to schedule a substitute for an absence.
- Your PIN number and instructions will be emailed to you.
- Absences must be entered before 6:30a.m. on the day of the absence.
- Once the day has passed you cannot go back in and post-date an absence.
- Building secretaries can make adjustments or corrections, contact them if you're having issues.

Absence Management   Pleasant Hill School Dist 1

aaSheri aaTester ⌄
Employee

| Absences | Closed Day | In-service day |

Create Absence   **0 Scheduled Absences**   **0 Past Absences**

Please select a date   Need more options? **Advanced Mode**

August 2022

SUN	MON	TUE	WED	THU	FRI	SAT
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**	**31**	1	2	3

Substitute Required   **Yes**

Absence Reason   Sick - Self

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

08:00 AM   to   12:00 PM

FILE ATTACHMENTS

DRAG AND DROP FILES HERE

Choose File   No file chosen

Shared Attachments

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

Notes to Administrator
(not viewable by Substitute)

255 character(s) left

Notes to Substitute

255 character(s) left

Cancel   ✔ Create Absence & Assign Sub   ✔ Create Absence

A.M. and P.M. are very important.

Assign Substitute for # 525499527

Search for Substitute

Assign to Selected Sub

or **Select from Preferred List:**   View List of Substitutes

○   Ball, Pamela F   Available

Cancel   ✔ Assign to Selected Sub

SUN	MON	TUE	WED	THU	FRI	SAT
					3	4
					10	11
					17	18
					24	25
					31	

CONFIRMATION # 525499527   UNFILLED / NO APPROVAL REQUIRED   ✔ Assign

Date   Reason   Location   Duration

You can create a preferred list of substitutes.

If an individual is not in our system that means they have not completed the process in order to get set up with PHSD – they are not available to use as a sub.

You can also arrange a substitute and complete that information when you create the absence – you will need make sure that you have contact them, because the system will not.