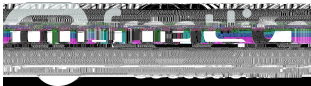


Absence and Substitute Management





MANAGING YOUR PIN AND PERSONAL INFORMATION

Using the “Account” option, you can manage your personal information, change your PIN number, upload shared attachments (lesson plans, classroom rules, etc.), view absence reason balances, manage your preferred substitutes, and more.

GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or need more information about a specific topic, click [Account](#) and select [Help and Training](#) to go to the absence management Learning Center, where you can search a knowledge base of help and training materials.

ACCESSING ABSENCE MANAGEMENT ON THE PHONE

Not only is Frontline’s absence management on the web but you can also create absences, manage personal information, check absence reason balances, and more all over the phone.

To call the absence management system, dial **1- 00- 42-3 1111**. You’ll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

Over the phone you can:

- Create an absence (within the next 30 days) – **1**
- Check your absence reason (entitlement) balances – **2**
- Review upcoming absences – **3**
- Review a specific absence – **4**
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