



Faculty Absence Protocol

If you will be absent, submit the absence in Frontline as soon as possible. Same day absences must be submitted **by 6:00 a.m.** Entries received after 6:00 a.m. create a challenge for securing a substitute for the day and impact student learning. In emergency situations, entries can still be submitted between 6:00 a.m. and 7:00 a.m. using Frontline. If you need to report an absence after 7:00 a.m. call Lisa Horgan at **978.304.4700 ext 4101**.

1. Log into Frontline
2. In the top left, switch from “Time & Attendance” to “Absence Management”
3. Click on the date of the absence
4. Substitute Required: Click yes or no
 - a. If you have 3 or 4 classes with have a licensed Special Education co-teacher, indicate that you do not need a sub.
 - b. Please know that based on your position, you may not have the option for a substitute.
5. Absence Reason
6. In the notes to administrator sections
 - a. You must list your schedule for the day, including the names of your co-teacher(s).
 - b. For Example:
 - Period A: Prep
 - Period B: Algebra II: Louizos
 - Period C: Algebra II: Alone
 - Period D: Geometry: Penta
 - Period E: Algebra II: Louizos
6. When uploading sub plans please keep in mind that academy administrative assistants will not make copies.
7. As a professional courtesy please email your co-teachers to let them know you will not be in.