



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. creates 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. you must contact your Director.

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 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. List Absence Reason
6. In the “Notes to Administrator” section
 - 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 administrative assistants will not make copies. It would be best if you post sub-plans on Aspen so that students can access them directly. If you post on Aspen, please indicate this in the “Notes to Administrator” section.
7. As a professional courtesy please email your co-teachers to let them know you will not be in.