

# Welcome to Absence Management!

Please use the following directions to add an absence.

- At 6:30 for secondary and 7:00 for elementary, you will no longer be able to enter an absence for yourself in Absence Management. At that point, you will have to call me to enter it for you (780-8268)--be sure to also notify your school.
- If you arrive at school then feel you need to go home, please report that to your school secretary and she will notify Substitute Services to enter the job.

Also, please add at least one preferred substitute teacher to your list in Absence Management. There are directions below (at the end) showing you how to do that. Ask some other teachers who they like, or pick one at random! 😊

Call with any questions!

*Shelly Longstreth*

Manager, Staffing Support

780-8268

[mlongstrethec@olatheschools.org](mailto:mlongstrethec@olatheschools.org)

## ENTERING AN ABSENCE

### The Latest District News

7-23-19 — Board Appoints Schultz to Open Position

7-18-19 — Olathe West to Host Heart Screenings, CPR/AED Training

7-18-19 — Parenting a Child Struggling with Anxiety

7-16-19 — Many Back to School Resources Available

7-15-19 — Wickliffe to Serve as Board President

### Quick Links

[Back to School Resources](#)

[Contact Us](#)

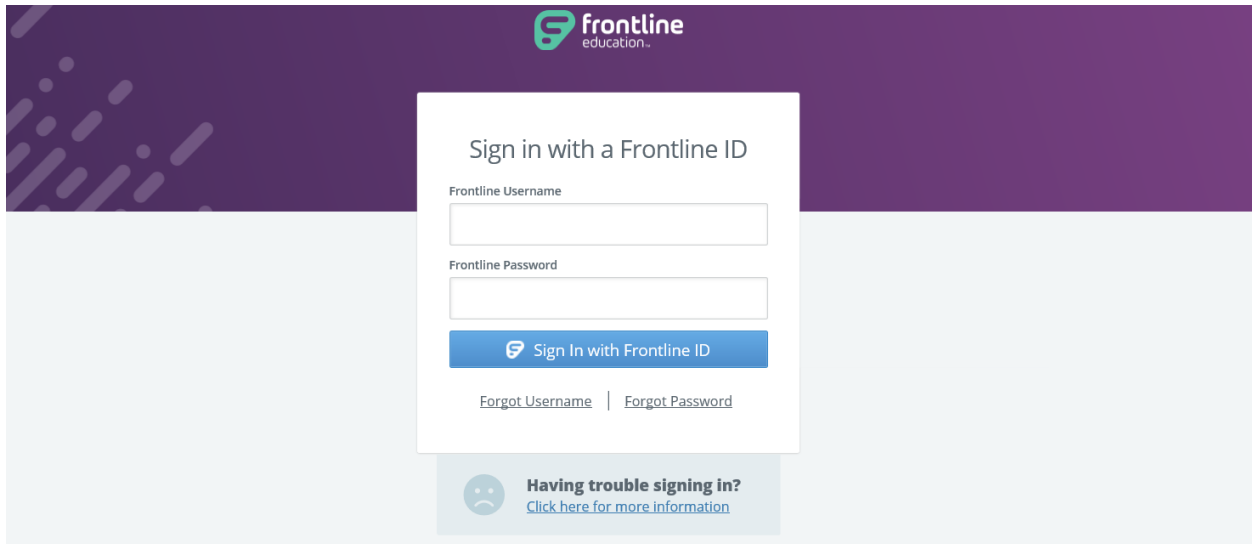
[Facility Rental](#)

[Financial Information](#)

[Frontline Education \(absence mgmt.\)](#)

[Mobile App](#)

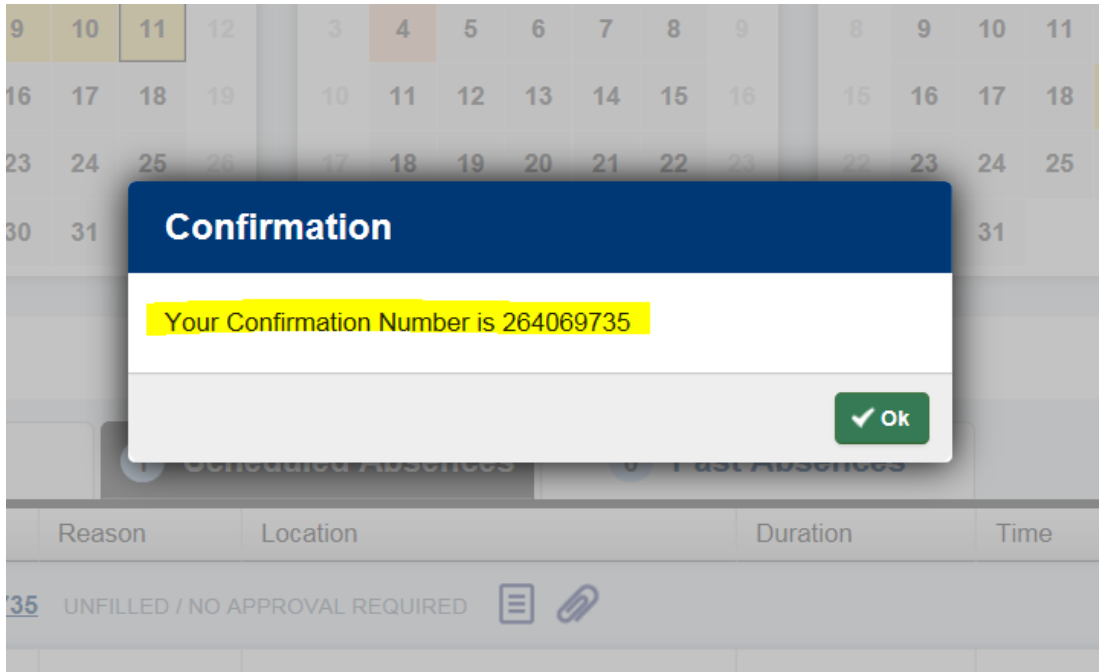
Go to [www.olatheschools.org](http://www.olatheschools.org) and click on “Frontline Education (absence mgmt.)”.



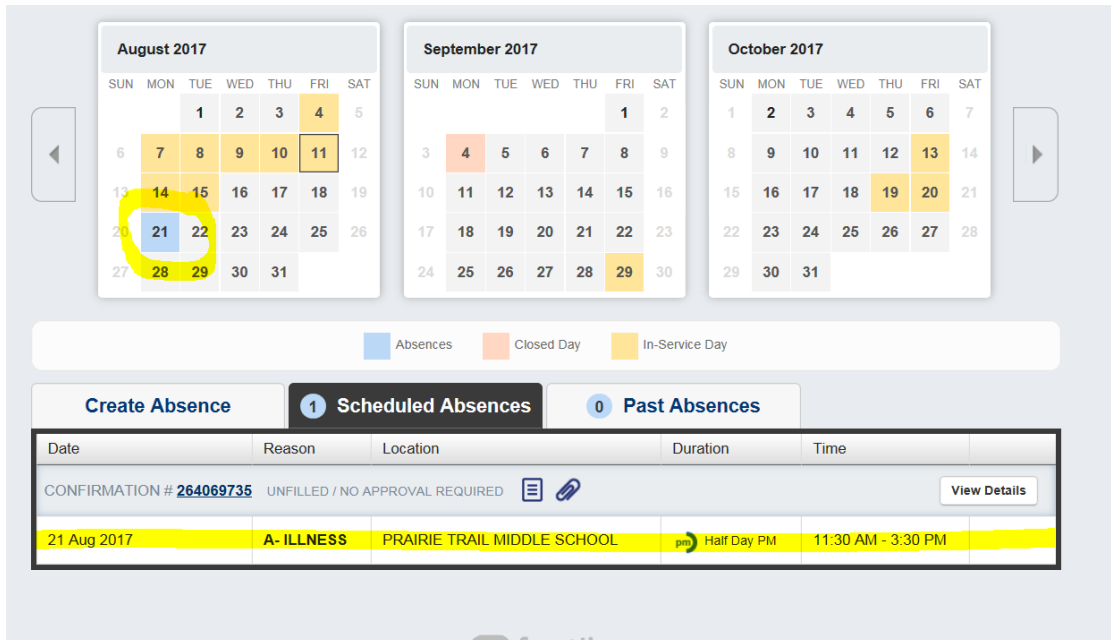
**Log-in using the Frontline ID you created.**

The image displays the 'Create Absence' form. At the top, there are three tabs: 'Create Absence' (active), '0 Scheduled Absences', and '0 Past Absences'. The main content area is titled 'August 21' and includes a 'Need more options? Advanced Mode' link. On the left is a calendar for August 2017 with the 21st highlighted. The form fields include: 'Substitute Required' (Yes), 'Absence Reason' (A- ILLNESS), 'Time' (Half Day PM, 11:30 AM to 03:30 PM), 'Notes to Administrator' (255 character(s) left), and 'Notes to Substitute' (Glasses are provided by the district for the eclipse activities, 191 character(s) left). On the right, there is a 'FILE ATTACHMENTS' section with a 'DRAG AND DROP FILES HERE' area and a 'Browse...' button. At the bottom right, there are 'Cancel' and 'Create Absence' buttons.

**Choose the date you need off, the reason you will be out, full day or half day, and add any needed notes. Then click “Create Absence”.**

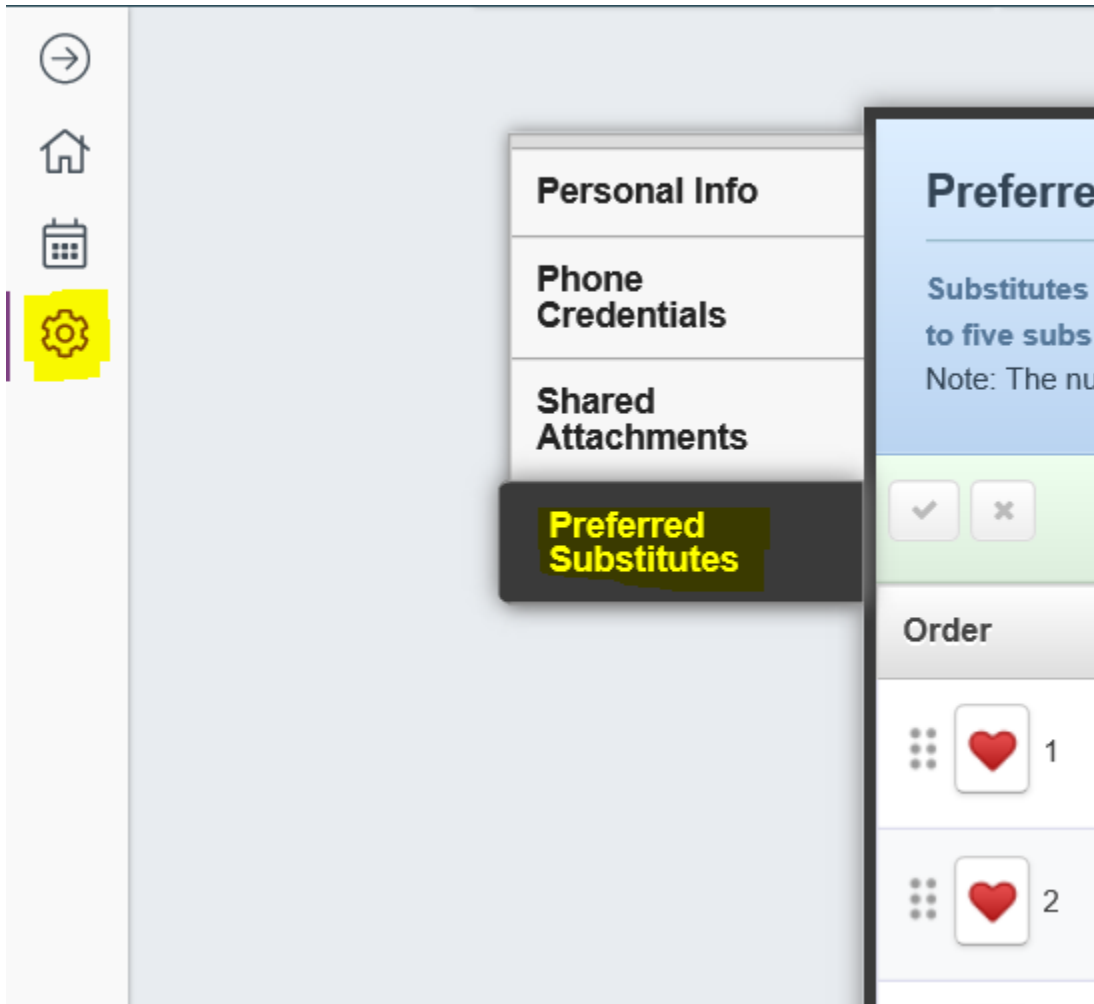


Once created, you get a confirmation number.

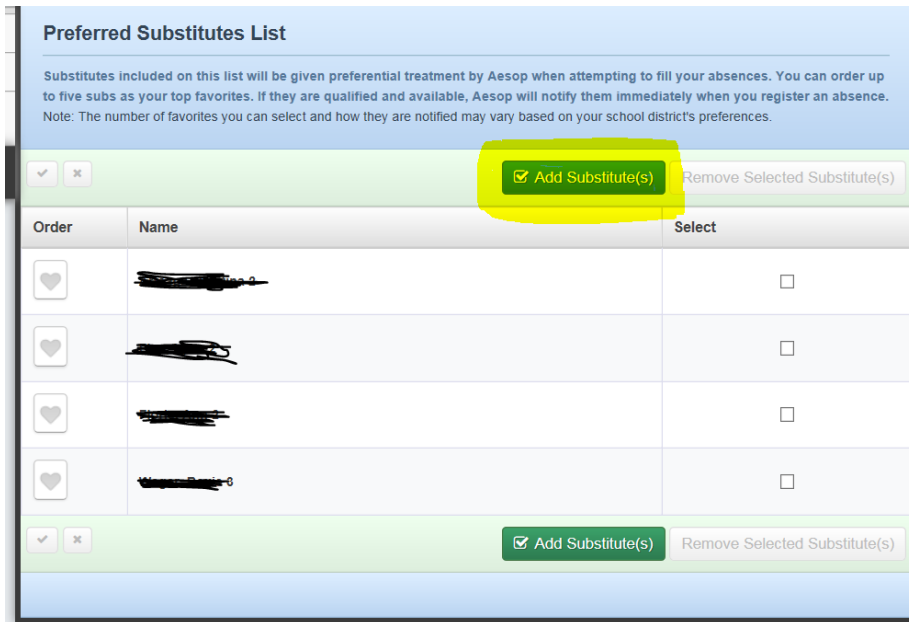


You can see the job on the front “Home” page in the calendar as a blue date. In addition, the job is listed under scheduled absences.

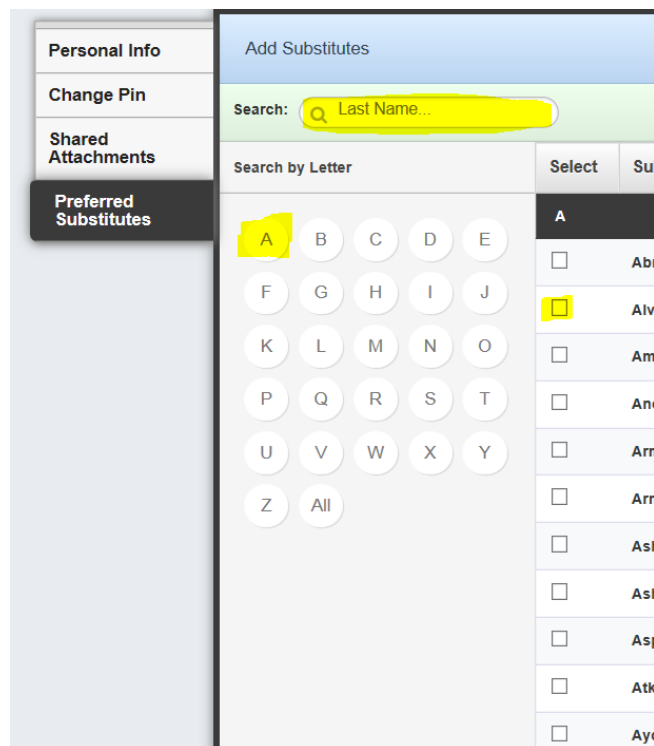
## CHOOSING A PREFERRED SUBSTITUTE



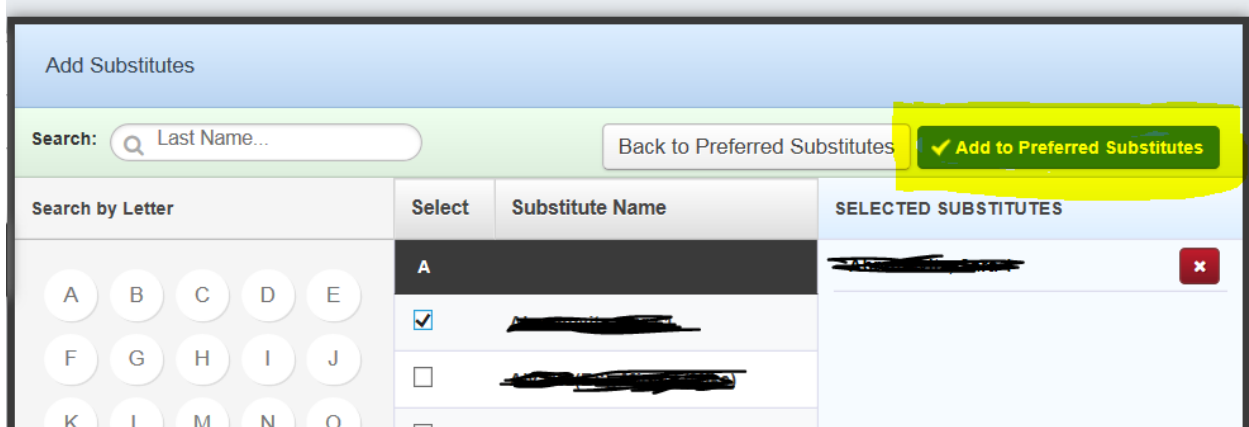
Click on the “Account” tab on the left. Then choose “Preferred Substitutes”.



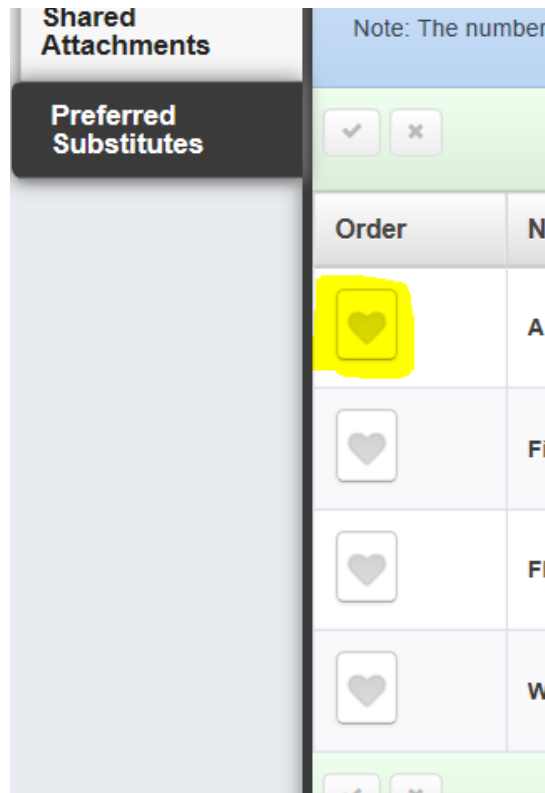
Click “Add Substitute(s)”.



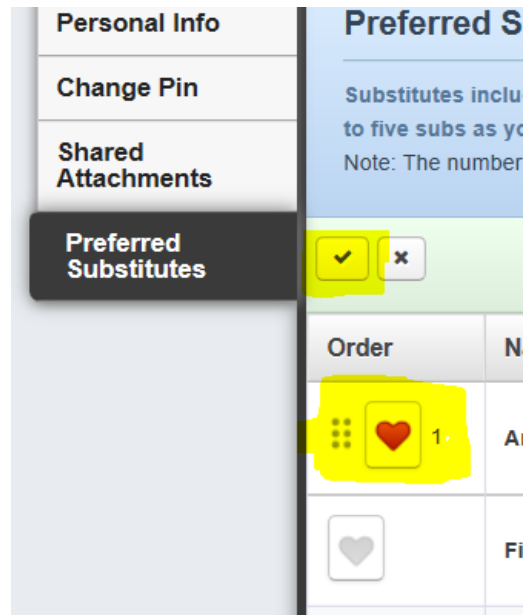
Type in the last name you want, or choose the first letter of the substitute teacher’s last name if unsure of spelling. Then click the box beside the substitute’s name.



Once you have chosen your substitute(s), click “Add to preferred Substitutes”.



Click on the heart to activate email notifications to your favorite substitutes whenever a job is entered.



Once you click the heart, it will turn red. Now just click the check mark above it to save your choices. Change the substitutes on your list anytime you want.

**Trick:** If you want only one substitute for a specific job, remove all others, activate the heart, and they will be the only one to see the job for the first 15% of time the job is out.

**Be aware:** There are no preferred lists once you are within 12 hours of the start of a job. We just need to get it filled at that point!

I start my day at 6:00, so I am here early if you need help! 😊

