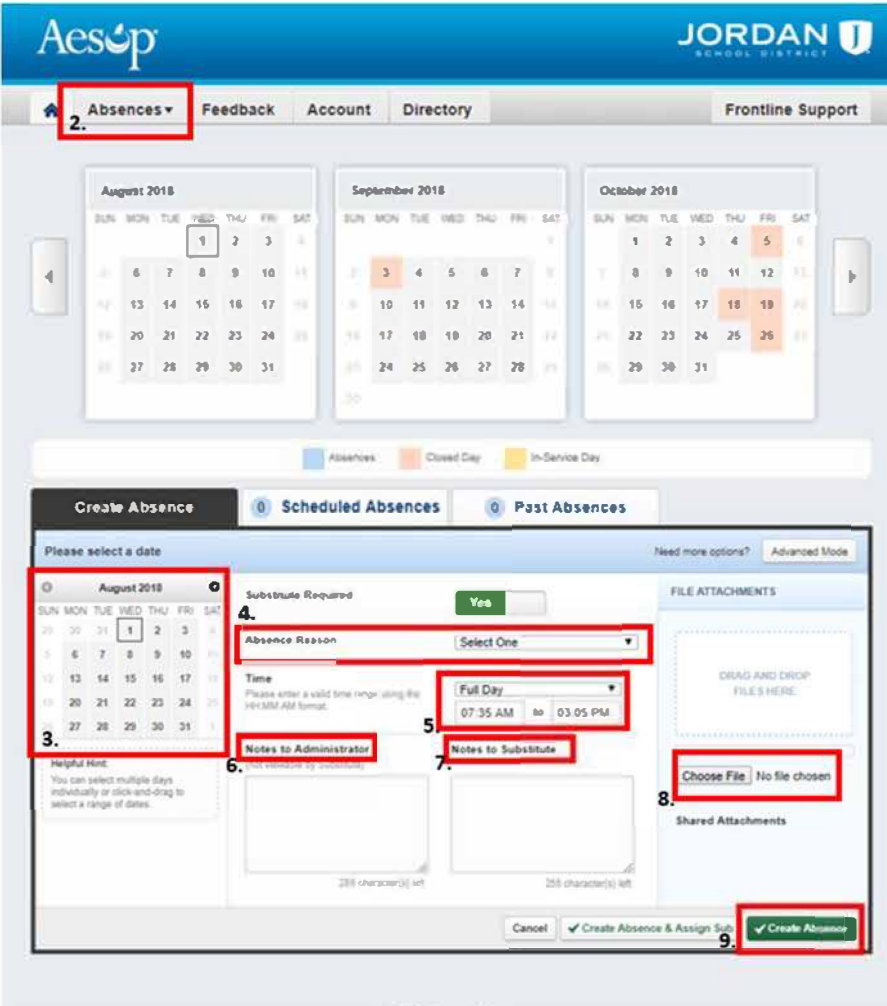# Aesop/Frontline Absence Entry Tutorial

When you need to be absent from school, you will utilize the absence management system as the first step, in order to request a substitute for your classroom. This is a quick reference for creating an absence. For additional guidance, please utilize the Help Tab, User Guide, and Employee Web Training Videos within your Frontline Absence Management Account.

1. Log in to your Frontline Absence Management. (If you do not know your login and/or password, contact the Substitute Office at 801-567-8464.)

2. Select "Absence" tab.

3. Under "Create Absence" select the date(s) for which you are requesting a substitute.

4. Select the most appropriate "Absence Reason" from the drop down menu.

5. The system defaults to a full day. If you are needing to be gone anything other than the presets of full day, half day AM, or half day PM, click the down arrow and "custom" to adjust start and end time.

6. Add detail reasons for absence(s) in the "Notes to Administrator" including name of training, program paying for substitute, etc.

7. Add information in the "Notes to Substitute".

8. Attach lesson plans under "File Attachments" by clicking "Choose File" and selecting the file from your computer.

9. In order to make the absence request live, finalize your request by clicking "Create Absence."

10. Remember to record/enter your absences in Skyward Employee Access.

If you need assistance, contact the school administrative assistant at your location or the Substitute Office at 801-567-8464 or you can email suboffice@jordandistrict.org.