



## Absence Management

### SIGNING IN

Go to [app.frontlineeducation.com](http://app.frontlineeducation.com). Enter your username and password and click **Sign In**. Or, if applicable, use the **Organization SSO link**.

### LOGIN SUPPORT

If you cannot recall your credentials, use the recovery options or click the “**Having trouble signing in?**” link for additional troubleshooting details.

### Sign in with a Frontline ID

Frontline Username

Frontline Password

Sign In with Frontline ID

[Forgot Username](#) | [Forgot Password](#)

**Having trouble signing in?**  
[Click here for more information](#)  
 Or [Sign In with Organization SSO](#)

### CREATING AN ABSENCE

You can enter a new absence from your Absence Management home page under the **Create Absence** tab. Enter the absence details including the date of the absence, the absence reason, notes to the administrator or substitute, etc. and attach any files, if needed. You can then click **Create Absence**.

Absence Management ▾ Victoria County School District ▾ 
 ? Amy Pond ▾ Employee

June 2023

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2023

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

August 2023

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Create Absence

0 Scheduled Absences

2 Past Absences

0 Denied Absences

Please select a date

Need more options? Advanced Mode

June 2023

SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

**Substitute Required** Classified = No

**Absence Reason** Select One

**Time**  
Please enter a valid time range using the HH:MM AM format.  
Full Day  
07:00 AM to 03:00 PM

**Notes to Administrator** (not viewable by Substitute)

**Notes to Substitute**  
Not for Classified

**FILE ATTACHMENTS**

DRAG AND DROP FILES HERE

Choose File No file chosen

**Shared Attachments**

Seating Chart.docx  
Seating Chart

Cancel
✔ Create Absence