



## USING THE FRONTLINE PHONE APP TO CREATE AN ABSENCE



LOG IN USING THE USERNAME & PASSWORD THAT YOU CREATED

frontline  
education

Sign in with a Frontline ID

Frontline Username

Frontline Password

Sign In with Frontline ID

Forgot Username | Forgot Password

Or Sign In with Organization SSO

**STEP #1.** CLICK ON “CREATE AN ABSENCE

Available Leave Balances

Reasons	Avail. Days
Doctor's Appointment	2.5
Personal Day	2.0
Professional Day	2.0

Absences

January

13 Professional Day  
MON @ Full Day (7:00 AM - 3:00 PM)

31 Personal Day  
FRI @ Full Day (7:00 AM - 3:00 PM)

February

3 Personal Day  
MON @ Full Day (7:00 AM - 3:00 PM)

Create Absence

**STEP #2.** SELECT A REASON FOR THE ABSENCE (the choices in this example differ). CLICK THE ARROW ON THE BOTTOOM TO CONTINUE.

Why?

Emergency

FMLA

Illness > Doctor's Appointment  
2.5 Days available

Illness > Personal Illness

Illness > Family Illness

Illness > Undisclosed Illness

Jury Duty

Military Leave

Personal Day  
2.0 Days available

Professional Day  
2.0 Days available

Step 2 of 5  
Next: Choose Date(s)

**STEP #3.** SELECT WHEN YOU WILL TAKING OFF  
CLICK THE ARROW ON THE BOTTOOM TO CONTINUE.

When?

December 2019

S	M	T	W	T	F	S
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				

January 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18

Step 3 of 5  
Next: Choose Length



# Hempstead Union Free School District

Dedicated to excellence in education

**STEP #4.** CHOOSE IF THE ABSENCE WILL BE FOR A FULL DAY OR PARTIAL DAY (you can use CUSTOM to manually adjust the time that you will be out). CLICK THE ARROW ON THE BOTTOM TO CONTINUE.

**How Long?**

Full Day      Half Day AM

Half Day PM      Custom

Start Time:      End Time

7:00 AM      3:00 PM

Step 4 of 5  
Next: View Summary



**STEP #5.** CHOOSE IF A SUBSTITUTE IS REQUIRED ***BASED ON YOUR DEPARTMENT.*** CLICK THE ARROW ON THE BOTTOM TO CONTINUE.

**Substitute**

Is a substitute required?

Yes      No

Your district indicates that this absence requires a substitute. If you think this is incorrect, please contact your administrator.

Note to substitute

Add your note here

Step 5 of 5  
Next: View Summary



**Review**

31 Tuesday December 31      7:00 AM 3:00 PM

Location  
VC Elementary Schools

Reason  
Illness > Personal Illness

Substitute Required      ✓

Note to administrator

Add your note here



Submit Absence

**FINAL STEP.** REVIEW ABSENCE REQUEST

CLICK **SUBMIT ABSENCE**

AN EMAIL WILL BE GENERATED & SENT TO YOUR DEPARTMENT'S DESIGNATED REVIEWERS & APPROVERS