

Latrobe School District
HOW TO REQUEST A SUB



Formerly AESOP

www.frontlineeducation.com or link on **Teacher Links** webpage
7/30/18

All substitutes must be requested online through Frontline Absence Management (formerly AESOP) at the URL above or at link on our Teacher Links webpage.

NEW for 2018-19: there are new usernames and passwords for access via computer. If you access the system via telephone the old username and password is used:

Computer Login

Username = **email address**

Password = **Latrobe#1**

Telephone Login

Username = your 10 digit home or cell phone

Password = 95682

How to Create an Absence

1. From the Create Absence tab, select the date of the absence.
2. Select the Absence Reason from the pulldown menu, usually Sick, Personal Necessity (a sub-group of your Sick Leave), or School Business.
3. Select Full Day or Half Day (half-day time is 11:15).
4. If it is School Business, please enter a note to Administrator (Tracy) saying what the activity is. Enter any notes to substitute if desired (optional)
5. Only if you have already personally pre-arranged for a sub outside of Frontline, you may click on Create Absence & Assign Sub.
6. If you do not have a pre-arranged sub and want the system to send out requests, click on the green Create Absence button. This will send out a request first to the top person on your Preferred Sub List, or if you haven't added any subs to your list, to the School Preferred Sub List.
7. **Write the Confirmation #** on your Leave Sheet to verify that a sub has been requested for this absence. (Note: the leave sheet then goes to the office and becomes the time sheet for when the sub arrives).
8. Remember: Do not click "Assign Sub" unless you have personally pre-arranged the sub outside of Frontline.

Reviewing Scheduled Absences

1. Click on the Scheduled Absences tab for a list of your scheduled absences.
2. To see if the job has been filled or not, click on View Details and check the status. Remember, clicking the Assign Sub button means you have already contacted the sub and confirmed they will take the job – do not do this unless you have confirmed with the sub yourself.
3. If you notice that a job is still unfilled, please let the office know.

Assign a Substitute

Do not use this feature unless you have already pre-arranged a substitute on your own, outside of Frontline. Substitutes that are assigned in this way DO NOT receive any notification from Frontline and will not know about the job if you haven't set it up with them yourself. If you have pre-arranged the sub and then "assigned" them in Frontline, remember to write the Confirmation # on your leave sheet.

Add Subs to Your Preferred Sub List (optional)

To request a specific sub for your sub jobs, the system will pull first from your preferred sub list if you have one, then from the School preferred list which the office maintains.

Each time you have a sub you like, please let the office know so we can add them to the School preferred sub list. To add them to your preferred list (optional):

1. Click on Account under Navigation
2. Select Preferred Substitutes
3. Click on Add Substitute(s)
4. Search for your sub by last name. Only subs who are available and qualified will appear.
5. Check the box next to the sub's name
6. Click the green Add to Preferred Substitutes button
7. If you have more than one preferred sub in your list and you want Frontline to call a specific sub first, you must make that sub first in order on your list by clicking on the heart button next to their name. This then shows they are number one in the order of calling. You can change calling order as often as you want.