

Latrobe School District
HOW TO REQUEST A SUB



Formerly AESOP

www.frontlineeducation.com or link on **Teacher Links** webpage

7/19/2023

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

Please note: there are separate usernames and passwords for access via computer or telephone.

Computer Login

Username = **email address**

Password = **Latrobe#1**

(or create your own)

Telephone Login

Username = your 10 digit home or cell phone

PIN = 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). If you need a sub for more than those hours, they will be paid for a full day.
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. 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.
6. If you have already personally confirmed with a substitute on your own, only then click on Create Absence & Assign Sub.
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 the substitute upon arrival).
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 will receive no notification from Frontline and will not know about the job. If you assign a pre-arranged sub, 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.