

Substitute Guide



- ❖ Absence Management is the U-46 substitute placement and absence management system where you can view and accept all available jobs.
- ❖ Google Chrome is the preferred web browser.
- ❖ Our district site has been upgraded to **Insights Platform**. You will need to use **your Frontline ID account credentials** to login to the system. If you forget your user name or password, please try **Forgot Password** option on the login page. If you are unsuccessful in retrieving the information, please email your inquiry to aesop@u-46.org
- ❖ Mobile App is available now. You can install the FREE Frontline Education App on your mobile devices from either Apple or Google Play store. **The activation code: 7354**
- ❖ Absence Management uses three methods to create jobs for substitutes:
 - (1) You can search for and accept available jobs, change personal settings, update your calendar, and personalize your available call times by visiting Absence Management on the internet at app.frontlineeducation.com. If the lesson plans have uploaded on the Internet, you will be able to view them online once you accept the job!
 - (2) You may interact with the Absence Management system by way of a toll-free, automated voice instruction menu at **1-800-942-3767**. Here, you can proactively search for jobs and manage existing jobs. We recommend calling in to check the computer recording of your name by pressing Option 4.
 - (3) Absence Management will also make phone calls to substitutes with job offers. School district U-46 has selected the following hours as its standard calling schedule:
 - Mornings: 5:30 AM - 12:00 PM
 - Afternoons/Evenings: 3:30 PM - 9:30 PM
- ❖ Once you have accepted a job, the system will generate a 9-digit confirmation number, which includes all job details (location, time, phone #, lesson plans, etc.) **You will need your 9-digit confirmation number to enter into Workforce when clocking in for the day.**
- ❖ Cancellation is allowed for an emergency only. All cancelations, no-shows, and late arrival will be strictly monitored and may result in termination of employment per district discretion.
- ❖ A teacher may evaluate substitute work performances in the Absence Management system, using the feedback feature for each assignment. The building administrator may submit a Substitute Teacher Evaluation Form to the HR Department requesting to exclude a substitute from the building.