

Frontline Absence Management Profile Sheet

Miami County Educational Service Center

New Employee/Substitute

Entry / Removal / Change

Checklist

NEW EMPLOYEE

Name _____

Address _____

Social Security Number _____

City _____ Zip _____


Phone Number w/Area Code _____

E-mail Address _____

Employment Location: District _____

Building _____ Subject _____

Work time: (Example: 7:30 a.m. – 3:00 p.m.) _____

Certified Non-Teaching 

Classroom Aide One on One Aide

Sub required: Yes No Optional

Teacher's Name _____

Student's Name _____

NEW SUBSTITUTE

Name _____

Address _____

Social Security Number _____

City _____ Zip _____


Phone Number w/Area Code _____

E-mail Address _____

Emergency Contact Name _____

Emergency Contact Phone _____

Certified Non-Teaching

School Preferences: See Back 

Willing to sub as an aide? Yes No

Board Approved: Yes No

EMPLOYEE / SUBSTITUTE REMOVAL

Name _____

Social Security Number _____

EMPLOYEE / SUBSTITUTE CHANGES

This form will be used to enter all employees (teacher, sub teacher, aide, sub aide, etc.) into Frontline. When completed please forward to Melinda Hoffert.

Office Use Only: Add to Sub Addendum _____ Entered in Frontline: _____ Mailed Welcome Letter _____
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As a substitute teacher or aide for the Miami County Educational Service Center, you may be called on to fill in at a variety of classrooms. Please indicate below the area, locations, age group, or subject areas you are willing to substitute for:

Regular Education Class Locations:

- Bethel
- Covington
- Miami County ESC (Sp. Ed./See Below)
- Miami East
- Milton-Union
- Newton
- Piqua

Age Group

- Preschool
- Elementary
- Junior High
- High School

Subject Area

- Art
- English
- Foreign Language
- Mathematics
- Music
- Physical Education/Health
- Science
- Social Studies
- All Subjects (all above)
- Other

Are you willing to sub as an aide? _____

Are you willing to sub as a secretary? _____

Days of the week available:

Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____

Miami County ESC

Preferences for Special Education

PS (Handicapped), MD (Multi-Handicapped Disability), ED (Emotional Disability)

DH (Developmentally Handicapped), Tutor/Teacher/ Title 1

Bethel Local School District

- Preschool
- Elementary
- Junior High
- High School

Newton Local Schools

- Preschool
- Elementary
- Junior High
- High School

Opportunity Schools

Piqua Catholic School

Riverside Adult Transition

Covington Ex Village Schools

- Preschool
- Elementary
- Junior High
- High School

Piqua City Schools

- Preschool
- Elementary
- Junior High
- High School

Upper Valley Career Center

Social Communication Unit

Miami East Local Schools

- Preschool
- Elementary
- Junior High
- High School

Tipp City Ex Village Schools

- Preschool
- Elementary
- Junior High
- High School

Milton-Union Ex Village Schools

- Preschool
- Elementary
- Junior High
- High School

Troy City Schools

- Preschool
- Elementary
- Junior High
- High School

ALL LOCATIONS

ALL PROGRAMS