## **Planning for a Sub**

in 3 Easy Steps

## Requesting an Absence in ADVANCE

Go to <u>Frontline</u> to submit for approval.





OR

# UNEXPECTED Last Minute Absence (after 9PM the night before)

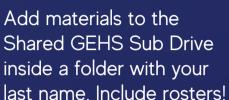
Email Jayna Rossberg,
 Daya Williams, Bobbi Smith
 & Frank Bell

#### AND

• Go to <u>Frontline</u> to submit absence.

<u>USD 231 Absence</u> <u>Management REMINDERS</u>

### **PREPARE** sub plans









- Sub Login Information
- Copy of Rosters/Seating Chart
- Additional notes and a list of colleagues they can contact for assistance.

