

Planning for a Sub

in 3 Easy Steps

Requesting an Absence in **ADVANCE**

Go to Frontline to submit for approval.



1

OR

UNEXPECTED **Last Minute Absence**

(after 9PM the night before)

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

AND

- Go to Frontline to submit absence.

PREPARE sub plans

Add materials to the Shared GEHS Sub Drive inside a folder with your last name. Include rosters!



2

Provide Additional Information in print in the Sub Folder on your desk.

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



3

USD 231 Absence Management REMINDERS