

Puyallup School District

SUBSTITUTE MANAGEMENT SYSTEM



P U Y A L L U P

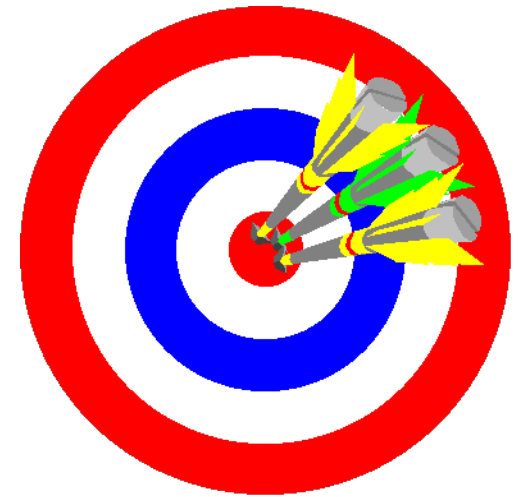
S C H O O L D I S T R I C T

A Tradition of Excellence

Learning Targets

Using the Substitute Management System, staff members will be able to:

- ❖ Successfully log in
- ❖ Report an absence and request a sub
- ❖ Create a preferred sub list
- ❖ Complete and attach templates for sub plans and critical information



Substitute System



Absence Management

Formerly Aesop

- ❖ FRONTLINE was formerly called Aesop and is ALSO the system managing PSD professional development.
- ❖ FRONTLINE Absence Management is accessible through your computer or an application on your phone.

Logging into Frontline

NOTE: Frontline works best in Google Chrome

Click on the link below

[Frontline Absence Management Log-in Screen](#)

- ▶ If you are having trouble logging in, contact your Regional Coordinator or access the Schoology Group (see next slides)

Substitute Coordinator Contacts

Johna Noble: Region 1 (ERHS and feeder schools)

Region1SubstituteCoordinator@puyallup.k12.wa.us

phone 253-840-8824

Tyler Ann Maringer: Region 2 (RHS and feeder schools)

Region2SubstituteCoordinator@puyallup.k12.wa.us

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Holly Jette: Region 3 (PHS and feeder schools)

Region3SubstituteCoordinator@puyallup.k12.wa.us

phone 253-841-8788

SCHOOLGY SUPPORT GROUP

- ❖ In the menu bar at the top of your Schoology page, you will find the tab **“GROUPS.”** Click on the triangle and then select **JOIN.**
- ❖ Join the [PSD Substitute Self-Help Center](#) by placing the code **ZRZ2D-TTHWN** into the access code box and click **JOIN.**
- ❖ Within this group, use the **RESOURCE** tab to find the **ABSENCE MANAGEMENT SYSTEM** folder.

Utilizing Substitute Management System

Basic Training

[Click here](#) for video link (4 minutes)

Advanced Training

[Click here](#) for video link (stop video at 4:40 as PSD does not use the Absence Balance option)



Classroom Nuts and Bolts

By individualizing your classroom nuts and bolts template, the guest teacher/para has basic information about your class/role. You **only need to do this once a year** (or as your nuts and bolts change). The document will automatically attach to all absences.

1. *Complete the nuts and bolts document that corresponds to your role and save to your drive.*
2. *Log into Frontline Absence Management System and click on 'Account', then click 'shared attachments'*
3. *'Choose File', select file, and 'Save Changes'*



Elem Tea
Nuts and



Sec Teac
Nuts and



Para Edu
Nuts and

Instructional Sub Plans

Communicating daily instructional plans to guest teachers/paras can be done in **TWO** ways:

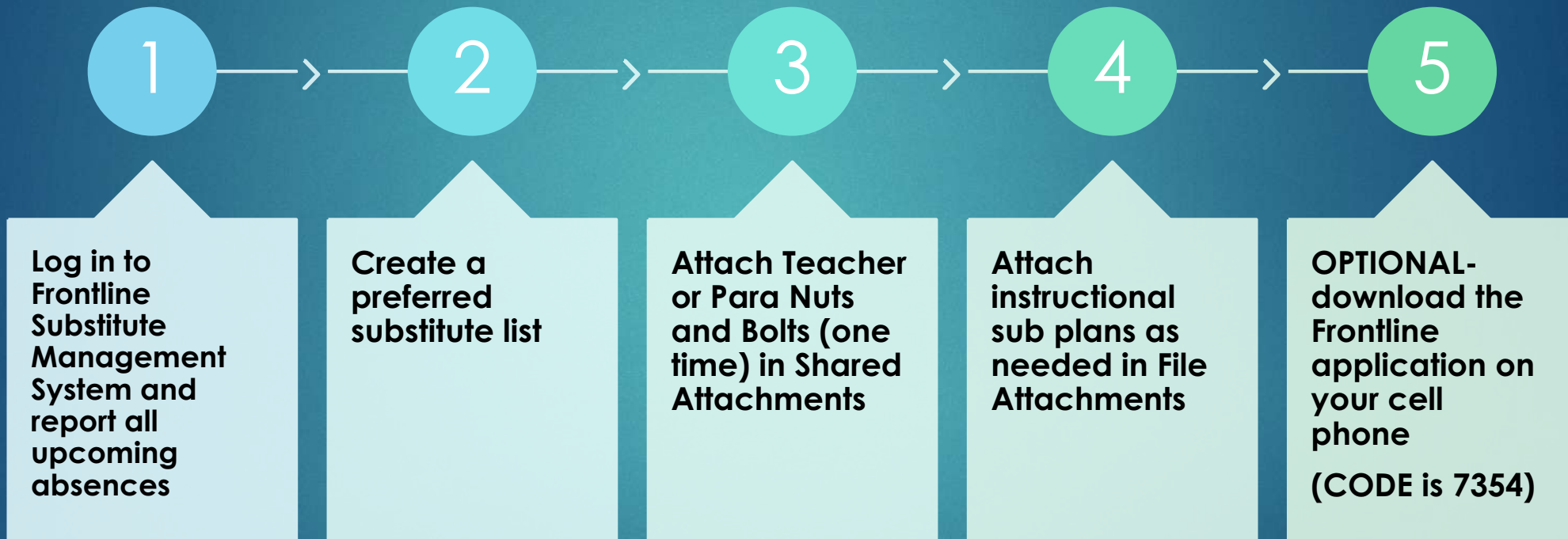
- ❖ When creating an absence, upload the necessary documents on the right side.
- ❖ After an absence has ALREADY been created:
 1. In your Frontline account, go to the scheduled absences.
 2. Click on 'View Details'
 3. Click on 'Edit Absence'
 4. Attach and upload necessary instructional materials
 5. Save the absence



STAY TUNED~

Our awesome EdTech department is working on a way to link Frontline accounts to Schoology allowing guest teachers direct access to classroom instructional materials.

Frontline Absence Management: TO DO



NOTEABLE CHANGES IN REQUESTING ABSENCES

USE THE SYSTEM FOR **ALL** ABSENCES BUT UNDERSTAND... YOU MUST HAVE LEAVE TO TAKE LEAVE

SICK OR EMERGENCY ABSENCE

- ❖ THE ABSENCE IS IMMEDIATELY PROCESSED
- ❖ THE GUEST TEACHER / PARA CAN BE ASSIGNED IF YOU HAVE CONFIRMED WITH THEM IN ADVANCE
- ❖ IF YOUR ABSENCE HAS NOT BEEN ASSIGNED, YOUR PREFERRED LIST OF GUEST TEACHERS / PARAS WILL HAVE IMMEDIATE VISIBILITY TO YOUR ABSENCE
- ❖ IF NO ONE FROM YOUR PREFERRED LIST TAKES THE JOB, NEXT IT WILL OPEN TO THE SCHOOL'S PREFERRED LIST, THEN WILL GO OUT TO ALL PSD GUEST TEACHERS/PARAS

ALL OTHER ABSENCES

- ❖ USE THE SYSTEM TO REQUEST ALL OTHER ABSENCES FOR REVIEW BY YOUR SUB COORDINATOR
- ❖ WRITE THE NAME OF YOUR CONFIRMED GUEST TEACHER / PARA IN THE ADMINISTRATOR NOTES (if no name is given, the job will be visible to guest teachers / paras in the preferred progression)
- ❖ THE SUB COORDINATORS WILL MANUALLY ASSIGN YOUR CONFIRMED GUEST TEACHER / PARA IF ABSENCE IS APPROVED

Final Thoughts

To assist with instructional materials, guest teachers/paras have access to a computer, BUT they must check it out at your school.

Attaching Nuts and Bolts of general sub info may need to be updated throughout the year.

Request Leave directly on Frontline Absence management system.

Try to set up your Absence Management Profile and documents in September just in case you must unexpectedly miss work.

After having a guest teacher/para, please complete the feedback forms. They are confidential but used by the Sub coordinators to write thank you notes or follow through with concerns.

Teaching - The only profession where you have to do more work to call in sick than if you just suffered through it.



**THANK YOU FOR TAKING CARE OF GUEST
PROFESSIONALS AND YOUR STUDENTS**