

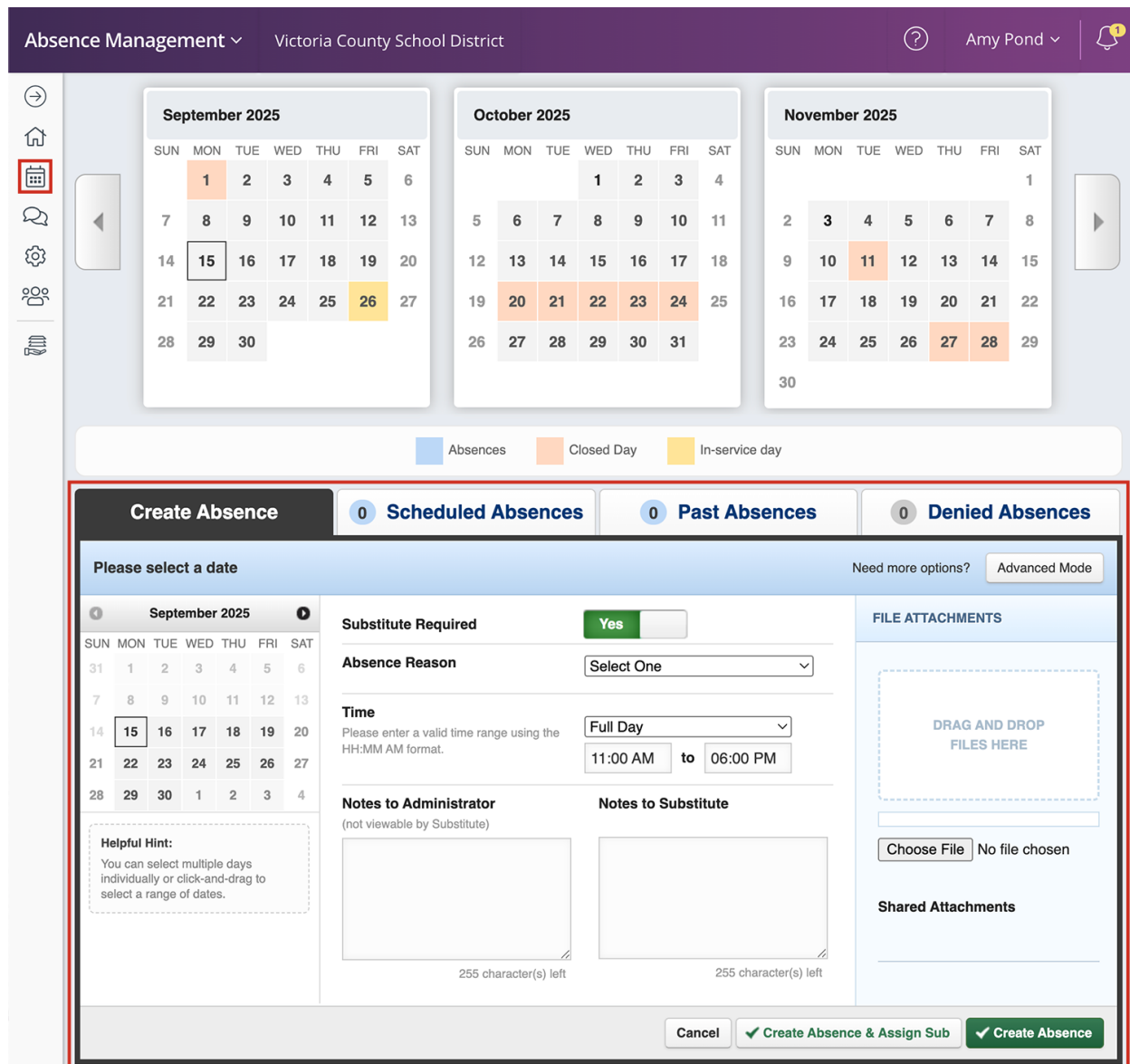
JSD: Sign-in and support

Sign in to your Frontline Absence Management account. For help with your login or entering an absence, contact your school administrative assistant or the JSD Substitute Office.

801-567-8219 | suboffice@jordandistrict.org

1. Navigation

Open the **Create Absence** tab on the homepage or select **Absences** in the side navigation.



The screenshot displays the 'Absence Management' interface for the Victoria County School District. The top navigation bar includes the district name, a user profile for Amy Pond, and a help icon. The main content area features three monthly calendars for September, October, and November 2025. A legend indicates that blue squares represent 'Absences', orange squares represent 'Closed Day', and yellow squares represent 'In-service day'. The 'Create Absence' form is highlighted with a red border and contains the following sections:

- Create Absence** (Active tab) | 0 Scheduled Absences | 0 Past Absences | 0 Denied Absences
- Please select a date**: A calendar for September 2025 with the 15th selected.
- Substitute Required**: A toggle switch set to 'Yes'.
- Absence Reason**: A dropdown menu set to 'Select One'.
- Time**: A dropdown menu set to 'Full Day' and a time range of '11:00 AM to 06:00 PM'.
- Notes to Administrator** (not viewable by Substitute): A text area with a 255 character limit.
- Notes to Substitute**: A text area with a 255 character limit.
- FILE ATTACHMENTS**: A section for uploading files, including a 'Choose File' button and a 'No file chosen' status.
- Shared Attachments**: A section for shared files.
- Buttons**: 'Cancel', 'Create Absence & Assign Sub', and 'Create Absence'.

Available options may vary based on District settings.

2. Date selection

Click each desired date, or click and drag to select multiple dates. Selected dates appear in blue. Dates do not need to be consecutive. Web entries can be created up to one year in advance.

September 25 - September 26

September 2025

SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

Helpful Hint:
You can select multiple days individually or click-and-drag to select a range of dates.

Substitute Required

☒ Yes

Absence Reason

Select One

Time

Please enter a valid time range using the HH:MM AM format.

Full Day

11:00 AM to 06:00 PM

Notes to Administrator
(not viewable by Substitute)

255 character(s) left

Notes to Substitute

255 character(s) left

3. Absence details

Substitute Required: If this setting is available, choose Yes or No.

Absence Reason: Select the appropriate reason from the dropdown.

Time: Choose Full Day, Half Day AM, Half Day PM, or Custom. For Custom, enter the start and end times in the provided fields.

Need more options? [Advanced Mode](#)

Substitute Required

☒ Yes

Absence Reason

Personal Day

Time

Please enter a valid time range using the HH:MM AM format.

Full Day

- ✓ Full Day
- Half Day AM
- Half Day PM
- Custom

Notes to Administrator
(not viewable by Substitute)

255 character(s) left

Notes to Substitute

255 character(s) left

FILE ATTACHMENTS

DRAG AND DROP FILES HERE

Choose File No file chosen

Shared Attachments

4. Notes and operational details

JSD — Notes to Administrator: Include relevant absence details, such as the training name and the program paying for the substitute, when applicable.

Notes to Substitute: Include classroom instructions and helpful information. Administrator notes are not visible to the substitute; substitute notes are visible to the administrator.

Need more options?
Advanced Mode

Substitute Required
☒

Absence Reason
Personal Day

Time
Please enter a valid time range using the HH:MM AM format.
Full Day
11:00 AM to 06:00 PM

Notes to Administrator
(not viewable by Substitute)

Notes to Substitute

FILE ATTACHMENTS

DRAG AND DROP FILES HERE

Choose File No file chosen

Shared Attachments

5. File attachments

Attach lesson plans, seating charts, or other materials in Word, Excel, or PDF format. Click **Choose File** and browse for the file, or drag it into the drop area if your browser supports this. After uploading, use the **Edit** icon to describe the attachment or the **Delete** icon to remove it.

Need more options?
Advanced Mode

Substitute Required
☒

Absence Reason
Personal Day

Time
Please enter a valid time range using the HH:MM AM format.
Full Day
11:00 AM to 06:00 PM

Notes to Administrator
(not viewable by Substitute)

Notes to Substitute

FILE ATTACHMENTS

DRAG AND DROP FILES HERE

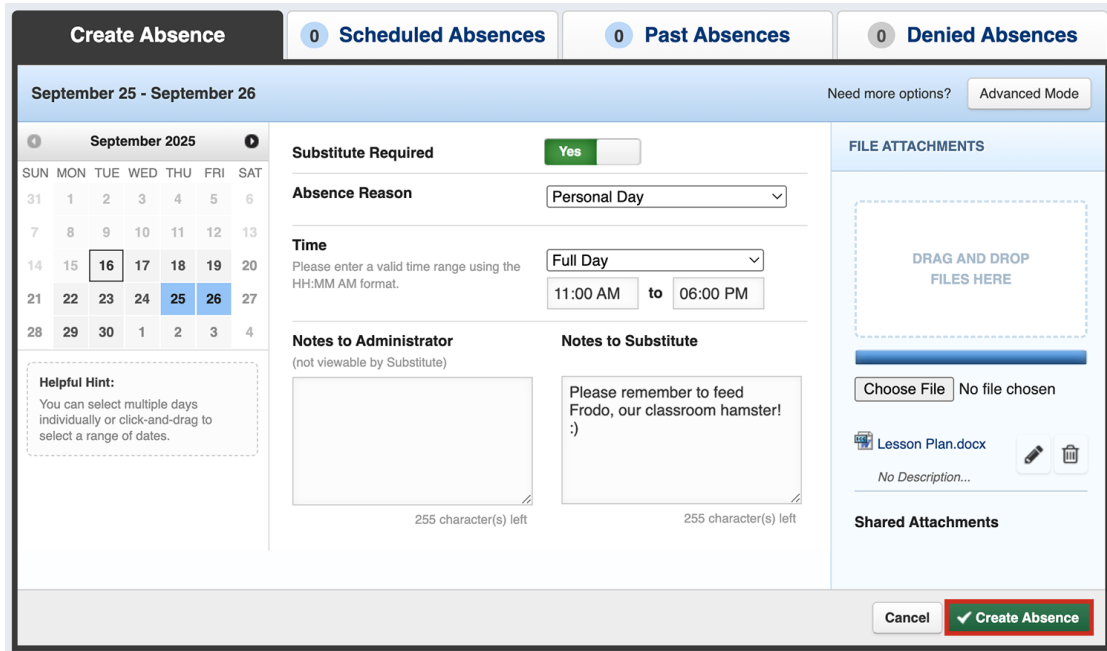
Choose File No file chosen

Lesson Plan.docx
No Description...

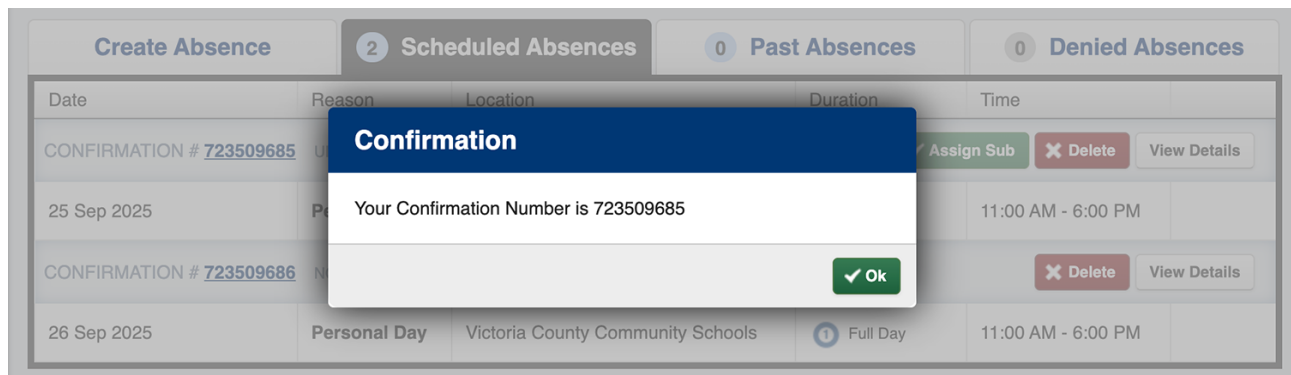
Shared Attachments

6. Save the absence

Review all required fields, then click **Create Absence** at the bottom right to finalize the request.



Save the confirmation number. Confirm that the absence appears under **Scheduled Absences**.



JSD: Complete both absence entries

Remember to also record your absence in **Skyward Employee Access**.

For additional absence options, select **Advanced Mode** in the upper-right corner of the Create Absence tab.

Need help? Contact your school administrative assistant or the Substitute Office:

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