

Please review and use the following instructions when entering absences.  
Do not enter: 'DOCK' time for any absence  
Only choose - Full Day/Half Day AM or Half Day PM. NEVER use CUSTOM.

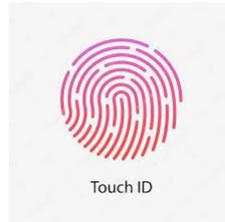
The screenshot shows the Google Play Store page for the Frontline Education app. At the top left is the Frontline Education logo. To its right, the text reads: "Access the app store on your mobile device and download the Frontline Education app." Below this are two buttons: "ANDROID APP ON Google play" and "Available on the App Store". The main app listing includes the app icon, the name "Frontline Education", the category "Education", a rating of "★★★★★ 1,154", and an "Install" button. To the right, there is a preview of the app interface with an "OPEN" button.

Once the download is complete, you will click **Get Started** to proceed to a sign in page.

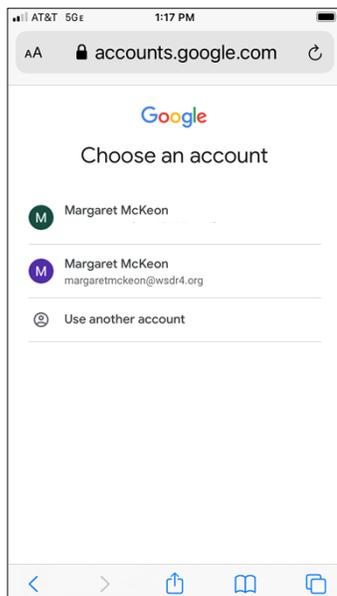
Use Organization SSO:  
WSDR4.org District email address

The first screenshot shows the app's splash screen with a rocket icon and the text "Work Without Limits" and "Get Started". The second screenshot shows the "Sign in with a Frontline ID" screen with fields for "Frontline Username" and "Frontline Password", a "Sign In with Frontline ID" button, and a red box around the "Or, Sign In with Organization SSO" link. The third screenshot shows the "Organization Email Address" screen with the email "Smith.John@westada.org" entered and a red box around the "Look up organization sign in page" button. Red arrows indicate the flow from the "Get Started" button to the "Sign In with Organization SSO" link and then to the "Look up organization sign in page" button.

If given the option; be sure to enable  
"Touch ID" during set up



This will ensure you will not have to  
enter user/password to log in



The app may ask you to verify your google  
account.

If you have two Google accounts (personal and  
WSDR4) Google will ask you to choose which  
account. Choose WSDR4.org

Next screen may ask you to enter your email  
password.

## Home Page

Shows upcoming Absences that have been requested

Shows all approved Absences

You can put the two boxes in any order you want by clicking the "Reorder Widgets" button

You can "Create Absence" from either section.  
You do not need to determine what needs to be approved and what does not

## Entering Absences

You can "Create Absence" from either section.

Select reason for absence  
Note: This area scrolls up for more options

**Driver/Aide Options**  
Listed Below are the options that are used the most

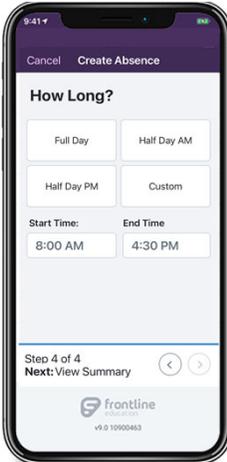
**Why?**

- Bereavement - Please Note Relationship in Notes to Admin
- Partial / Middy (Use this to report to Dispatch that you will miss a partial shift or a Middy. This does not take leave from your balance - This is a notification only )
- Personal Leave
- Sick Leave> Illness
- Civic Duty (Jury Duty)

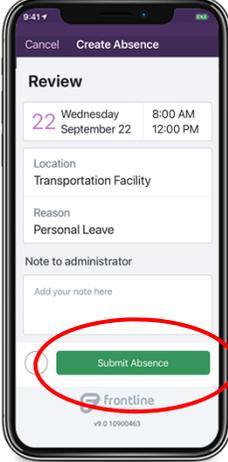
**Select the Date(s)**

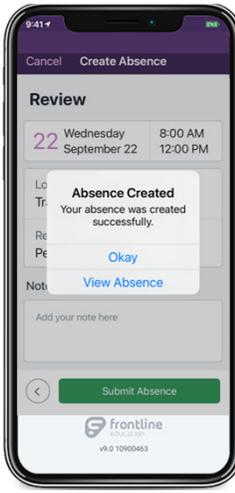


**Select the Duration**  
Use only Full Day, Half Day AM or Half Day PM the system knows you are a 5.0 hr employee.  
**DO NOT USE CUSTOM**



**Review the Request and Add Notes**  
Required for Bereavement (Relationship)





Make sure that you see the message that your absence was created. You may “view” it again or simply click okay

You are done!