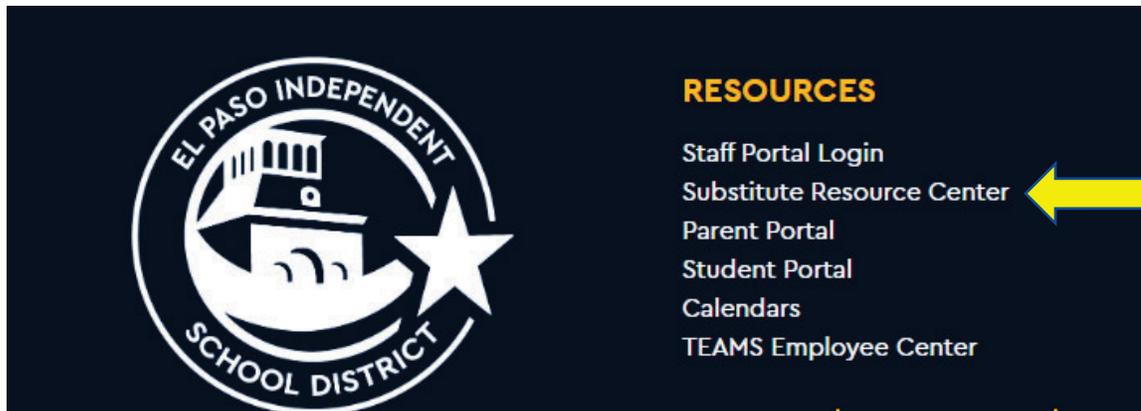


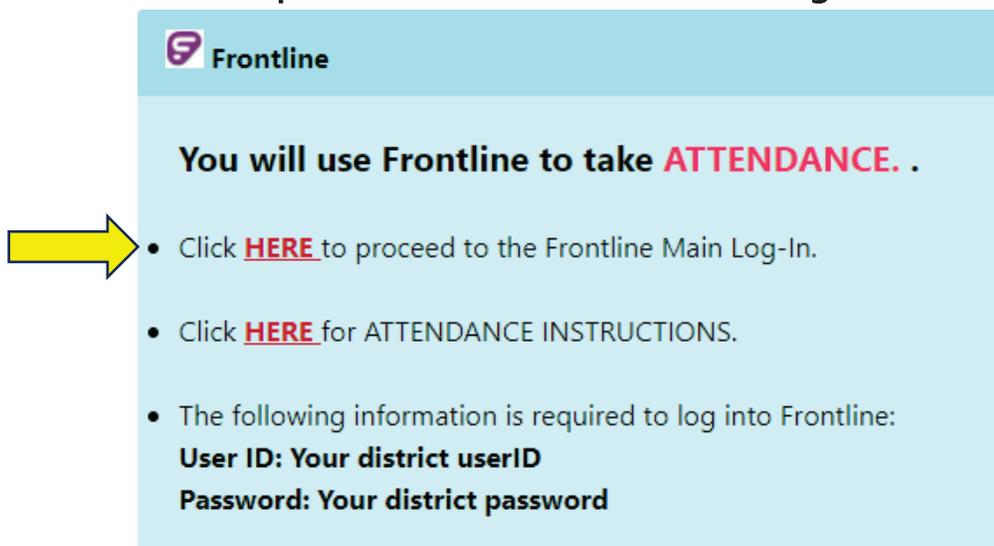
ATTENDANCE INSTRUCTIONS

Substitutes are required to take attendance both electronically and on the class roster form (ATT400), which must be signed, dated, and submitted to the Attendance Clerk by the end of day.

- Entry and accuracy of attendance is very important to the District.
 - Only classes where attendance will be taken are displayed to you.
 - You will use your EPISD credentials to log in.
1. Go to episd.org, scroll down to the bottom and click on Substitute Resource Center.



2. Click to proceed to Frontline Main Log -In.



3. Enter your EPISD credentials userID (example: jrodrig2) and password.

PRODUCTION - El Paso ISD

frontline
education™

ERP & SIS

Sign in

Sign in

[Having trouble signing in?](#)

4. Attendance is displayed by classes.

- You will select the class you are taking attendance for.
- A roster for all students in the class period will be displayed on your screen.
- Only mark those students who are absent or tardy.
- To mark a student ABSENT, select "A".
- To mark a student TARDY, select "T".
- Click the "Post" button.

Example screen of class roster list

PRODUCTION / El Paso ISD

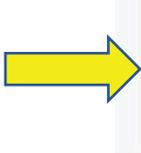
Class Roster List

Attendance - EZ0ATTY0 Section: 3C-E

View: Course/Section:

Scheduled Students

Student Name	P	A/R	T
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>



- Post
- Cancel
- Print
- Quick Print

5. This is an example of the confirmation screen. Click “ok”.

Student Attendance Confirmation

Attendance - EZ0ATTY0 Section: 1C-E Term: S2 Day: T Period: ATT 05-11-2023 (Thursday)

Summary

Scheduled: 11
Present: 11
Remote: 0
Absent: 0
Tardy: 0

Perfect Attendance

≡ Remote Students

Name	Local ID	Attendance Reason	Gender
------	----------	-------------------	--------

≡ Absent Students

Name	Local ID	Absence Reason	Gender
------	----------	----------------	--------

≡ Tardy Students

Student Name	Local ID	Tardy Reason	Gender
--------------	----------	--------------	--------



- If your entries are not correct select “Cancel” and begin the process again.
- Sign in sheets are not acceptable forms of taking attendance.
- If you use a seating chart, call out the student’s name to ensure the student is absent and do a head count to ensure that the number of students on the roster and in class are matching.
- If a student is not in your class, mark the student absent. The attendance clerk will provide the correct absence reason if the student is present and in another campus location.
- It is always best to call out the student’s name several times to ensure that you have not missed the student.
- Student data is confidential information.