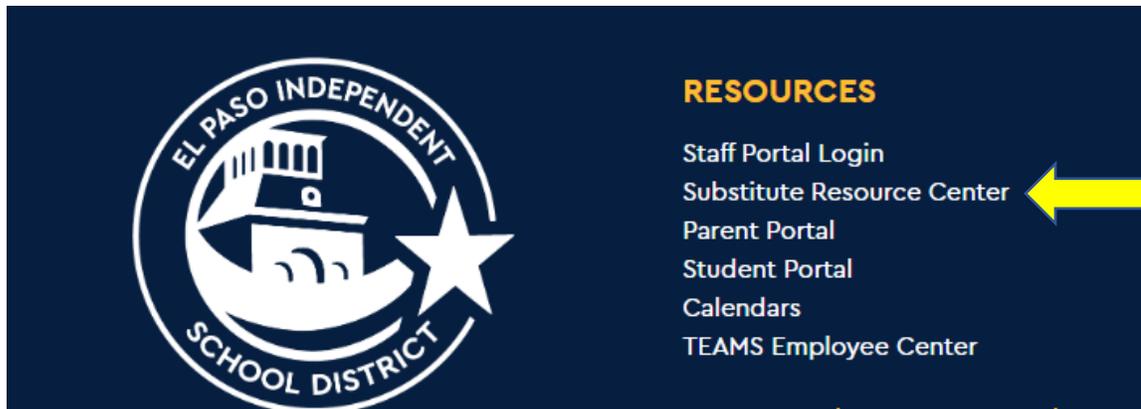


ATTENDANCE INSTRUCTIONS

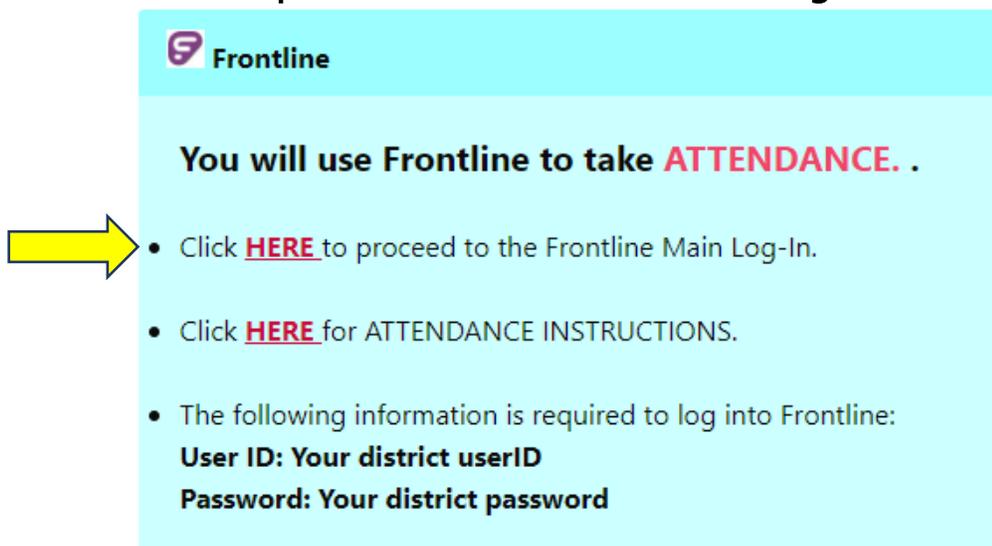
Substitutes are required to take attendance electronically.

- 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

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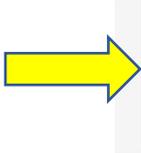
Class Roster List

Attendance - E20ATTY0 Section: 3C-E

View: Course/Section: **E20ATTY0/3C-E Attendance 52**

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.