

Guidance for Campus User Reconciling Absences:

For All types of Campus Users whose responsibility is to reconcile

1. Go to Absences
2. Select Reconcile
3. Select Date Range
4. Select Filled, Unfilled, Sub Not Needed (only those that apply)
5. Select School if access to multiple locations or you can view all locations
6. Hit Search
7. Review “Not Reconcile” click the button for that date
8. Reconciliation Details for the specific date (can move forward or backwards)
 - a. Edit absences if needed by selecting Edit Details
9. You can reconcile one absence at a time by selecting Reconcile or Select Reconcile All to reconcile all absences from that date.
 - a. Once you select the Reconcile or Reconcile All button you are verifying that all the details of this absence(s) are correct.
10. If needed you can select the Unreconciled button if you need to unreconciled an absence for whatever reason.

Absences must be reconciled once a week. For leave balances to be updated in both Frontline and Escape reconciliation needs to take place.

Frontline Training Website: <https://www.oxnardsd.org/Page/14693>

Reconciling Absences (Video and Printable PDF): <https://absence-help.frontlineeducation.com/hc/en-us/articles/115003265427-Reconciling-Absences>