

Red Bluff Joint Union High School District is using an automated service that greatly simplifies and streamlines the process of finding and managing substitute jobs in this district. Frontline Absence Management utilizes both the telephone and the internet to assist you in locating jobs.

The Frontline Absence Management system is available 24 hours a day, 7 days a week and uses three methods to make jobs available to substitutes:

1. You can search for and accept available jobs, change personal settings, update your calendar, and personalize your available call times by visiting Frontline Absence Management at <https://app.frontlineeducation.com>. If the employee has uploaded lesson plans, you will be able to view them online once you take the job!
2. You may interact with the Frontline Absence Management system by way of a toll-free, automated voice instruction menu at 1-800-942-3767. Here, you can proactively search for jobs and manage existing jobs.
3. Frontline Absence Management will also make phone calls to substitutes to offer jobs. The administrative office has selected the following hours as standard call times when the service may call for substitutes: 5:30:00 AM - 11:59:00 AM in the morning and 4:30:00 PM - 9:30:00 PM in the evening. The phone number we have on record for you is (530) 518-3219.

**Important Notes:**

If you accept a job, Frontline Absence Management will issue a confirmation number. **Please remember that your transaction is not complete until the system supplies you with a confirmation number.**

Absence Management will automatically make a recording of your name for Red Bluff Joint Union High School District on the phone system. To review or change the recording of your name, call 1-800-942-3767 and select option 4.

Should you experience difficulty using the Frontline Absence Management system in any way, please contact Charity Pritchard at [cpritchard@rbhsd.org](mailto:cpritchard@rbhsd.org) or 830-529-8719. If you have questions about a particular substitute job, please contact Jessica Cumpton at [jcumpton@rbhsd.org](mailto:jcumpton@rbhsd.org) or 530-529-8899.

Thank you,  
Sandra Wallace  
Director of Human Resources  
Red Bluff Joint Union High School District