



## Substitute Requisition Instructions

In order to request a substitute teacher, please use our Frontline Absence Management system, along with your Frontline Quick Start Guide.

### LOGGING ON:

Go to [www.kellyeducationalstaffing.com](http://www.kellyeducationalstaffing.com). Click on Employee Login on the top of the page, then choose Frontline. Your ID# is your 10-digit phone number that was provided to us by your school. Your PIN is the last four digits of your phone number.

### PRE-ARRANGED COVERAGE:

If you make arrangements with one of our substitutes to cover your class, please **DO NOT** enter your absence into Frontline. Instead, please email or call our service center and they will enter it and assign your sub for you. If you enter it yourself, a different substitute might accept it and you'll have two people show up to work.

### WHEN YOU CONTACT THE SERVICE CENTER:

They will ask you what district you're with. They are not asking for your school district, they're asking what Kelly District you're with. Tell them Waterbury.

### IF YOU WORK IN MORE THAN ONE SCHOOL:

Please contact our office and we'll set up your profile to reflect each of your schools.

### PRE-PLANNED ABSENCES:

If you have personal or professional days planned in advance, please enter your absence into Frontline as soon as possible to ensure that you have a substitute for that day. Please don't wait until the last minute!

### WHO TO CONTACT:

- 1-800-942-3767 - Frontline IVR number to enter absence info over the phone
- [www.kellyeducationalstaffing.com](http://www.kellyeducationalstaffing.com) - to bring you to the Frontline website to enter absences
- 1-866-535-5998 - KAST - Kelly Absence Scheduling Team - our Service Center
- [KESSCHEDULE@kellyservices.com](mailto:KESSCHEDULE@kellyservices.com) - Email for KAST Service Center
- 203-288-3564 - Hamden office. 7am to 4pm - (Do not call this number to request an absence)
- 860-482-2178 - Torrington office. 7am to 4pm - (Do not call this number to request an absence)
- [1753@kellyservices.com](mailto:1753@kellyservices.com) - our local email address

### OUR STAFF:

Joan D'Aquila - Branch Manager  
Tiffany Steele - Senior Supervisor  
Kathy McNamara - Senior Supervisor  
Janice Beekman - District Manager

Please contact us if you have any problems or concerns. We'll be happy to help.

Have a wonderful school year!