



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. 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 - 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 - 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 - 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!