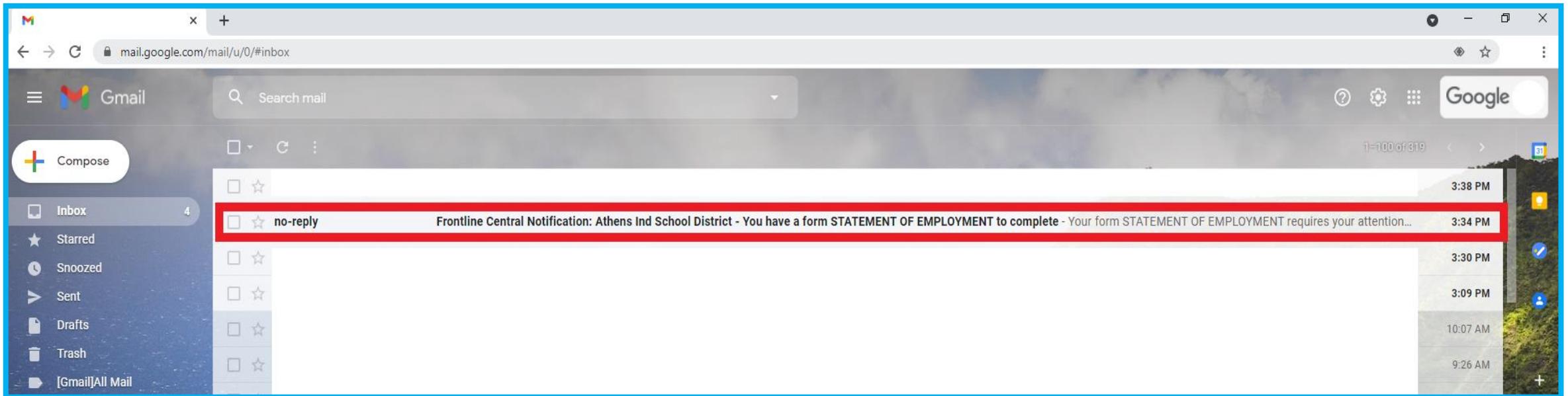


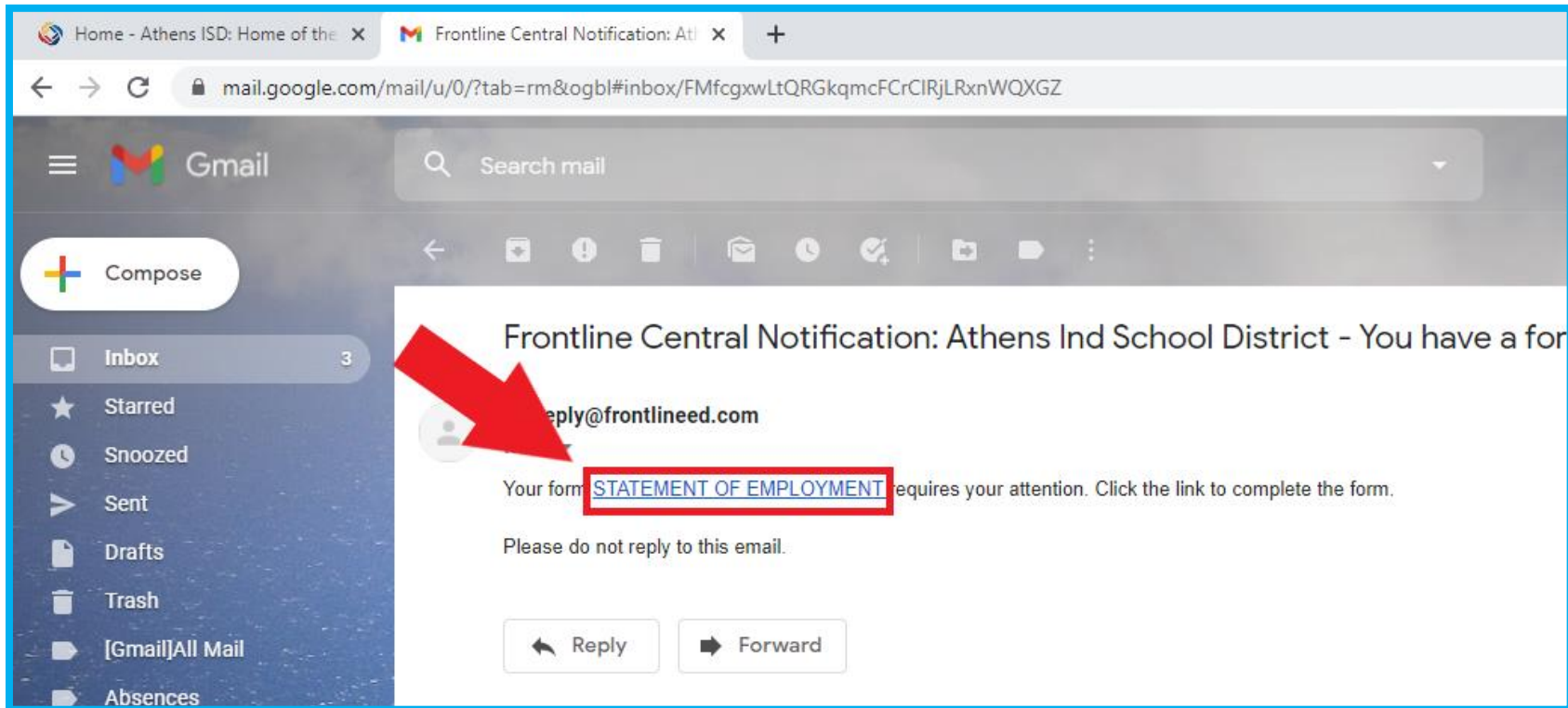


Instructions on Logging into Frontline and
Signing Statement of Employment Form

Once logged into your email look for the email titled **Frontline Central Notification: Athens Ind School District – You have a for STATEMENT OF EMPLOYMENT to complete** as seen in the picture below. Open email.



Once the email is opened select **STATEMENT OF EMPLOYMENT** as seen in the picture below



You will then be redirected to Frontline Central login page, type in your email and password and select Sign In.

NOTICE: You will use the email you set up in Skyward for the username to log in to Frontline. If you receive this message, “The username or password you entered is incorrect” you might not be using the correct email. Be sure to try both your school email as well as your personal email if you get this message. Also, if you do not know or remember your password, select forgot password. Log into your email and follow the instructions

The username or password you entered is incorrect

Once you are logged into Frontline Central, you will see you have a new form in your inbox. Select **Complete Form.**

The screenshot shows the Frontline Central dashboard for the Athens Ind School District. The top navigation bar includes the district name, a search bar for staff members, and user profile options. A notification banner at the top right states "Good Afternoon, [redacted]. You have 1 new notifications." Below this, a white box displays "1 Forms in your Inbox" with a "View Forms" link. The main content area is titled "My Forms" and lists a form titled "STATEMENT OF EMPLOYMENT" with a "Fill Out Form" link. A "Complete Form" button is highlighted with a red box, and a large red arrow points down to it from the notification area. To the right, a "What's New" section contains a message dated March 26, 2021, regarding updates to the Employee Directory label. The bottom left corner features the Frontline Education logo and copyright information.

Once the form is open type in your first and last name into the Employee Sign box and select Add Digital Signature

Frontline Central

Print Form Save Progress

STATEMENT OF EMPLOYMENT
V.1.4 Sent Today At 3:34 PM By [redacted]

Workflow Step 1

ATTENTION: THIS IS NOT A CONTRACT
PARAPROFESSIONAL
STATEMENT OF EMPLOYMENT

This certifies that you have been employed by the Athens Independent School District (Employer). It is fully understood that this employment is for the 2021-2022 school term. Employee is subject to assignment by the Superintendent of Schools. Should any phase of the program be eliminated or altered so as to affect the assignment of the person, then said employment will be terminated.

Commencing on the 1st day of July, 2021 and ending on or about the 30th day of June, 2022.

As per Board adopted salary schedule.

Janie Sims
Superintendent

I understand the condition of the employment and am willing to accept under these provisions.

The deadline for submitting your Statement of Employment is April 8, 2021.

Attachments
No attachments

Form Workflow

Workflow Step 1

Main Participant
Braden
Form Entry | View & Edit

Other Participants
No Additional Participants

Employee Sign*
Braden Herring x Add Digital Signature

After your signature is added select **Submit Form.** After your form is submitted you will be redirected back to the Frontline Central page

The screenshot shows a web browser window with the URL `app.frontlineeducation.com/ec-forms/form-instance/eba9a9bb-a3a0-44dc-95b4-030890f591b0?returnUrl=%2Fec-dashboard%2F&target=_blank`. The main content area is titled "STATEMENT OF EMPLOYMENT" and contains the following text:

This certifies that you have been employed by the Athens Independent School District (Employer). It is fully understood that this employment is for the 2021-2022 school term. Employee is subject to assignment by the Superintendent of Schools. Should any phase of the program be eliminated or altered so as to affect the assignment of the person, then said employment will be terminated.


Commencing on the 1st day of July, 2021 and ending on or about the 30th day of June, 2022.

As per Board adopted salary schedule.

Janie Sims
Superintendent

I understand the condition of the employment and am willing to accept under these provisions.

The deadline for submitting your Statement of Employment is April 8, 2021.

Braden Herring 

Signed: Braden User: Braden
Time: Today at 4:29 PM Email:

IP Address:


Comments - Visible to all participants

Submit Form

The "Submit Form" button is highlighted with a red rectangular box, and a large red arrow points to it from the right side of the page. To the right of the main form area is a "Form Workflow" sidebar with the following content:

Form Workflow

Workflow Step 1

Main Participant
 Braden
[Form Entry](#) | [View & Edit](#)

Other Participants
No Additional Participants

Back on the Frontline Central page you can hover over your name and select Sign Out.

The screenshot displays the Frontline Central web application interface. The browser address bar shows the URL `app.frontlineeducation.com/ec-forms/my-forms?activeTab=current`. The page header includes the Frontline Central logo, the Athens Ind School District name, a search bar for staff members, and the user's name, Braden Herring, with a dropdown arrow. The user account menu is open, showing options for Account Settings and Sign Out. The Sign Out option is highlighted with a red box. A red arrow points to the user's name in the header. The main content area is titled 'My Forms' and shows a search bar for forms or packets, with tabs for Current Forms (0), Sent Forms, and Completed Forms. A message box indicates 'No Forms or Packets found'. The navigation sidebar on the left includes links to Dashboard, My Forms, My Staff Profile, and Resource Library. The footer contains the Frontline Education logo and copyright information.

Once you logout, you should have successfully completed the Frontline Central login and completion of the statement of employment form.

Stop Here