SchoolFront EMS - Personal Day Request Form

Available Forms allow employees to search through a menu of forms that they can access and submit through their SchoolFront login.

- Log in to SchoolFront EMS – https://app.schoolfront.com

To access Available Forms, navigate to Process Forms/Available Forms:

- This brings the user to the Available Forms section. Here they can select the form they need by clicking the form title link. (This menu will grow as we add more forms.)
Select ‘Request For Personal Leave’

To request a Personal Day, fill in all information related to the form.

- Date Requested
- Time Requested – select Full Day, Half Day AM, Half Day PM, Quarter Day *(Quarter Day should only be used for Clerical or Custodial Units)*
- Quarter Day only – enter Start and End Times *(Cler/Cust only)*
- Number of Personal Days Requested this Year
- Reason for Personal Leave Request
- Upload supporting documentation if date is connected to a holiday or school closing
Once all fields are entered, select **Generate Preview**. This will show the form populated with the request.

Employee should confirm all entries are correct. **Please note that this request also needs to be entered in AESOP.** The link for the login to AESOP is available on this form.

Next scroll to bottom of form, sign in red box (use mouse, finger, or stylus), optionally enter comments (these will not appear on form), and click **Sign and Submit**.
The form will next be sent to the employee's attendance manager for approval (name appears in the ATTENDANCE ADMINISTRATOR APPROVAL section of the form). Once it is approved at that level, it will then go to the Assistant Superintendent for Human Resources for final approval.

The employee will receive an email notification if the form is disapproved at any level or approved at the final level.

To view form at any time, the employee can go to: **Process Forms - Forms I Approved**.

From this menu, select the specific form. On the Details tab, select PDF.

Please note: Signatures of employee, employee manager, and Assistant Superintendent for Human Resources will appear at the bottom of the form.
Sample of form at completion: