



educational  
staffing



Education is a shared responsibility™

## Contact information

### Frontline:

[www.kellyeducationalstaffing.com](http://www.kellyeducationalstaffing.com)

### KES Service Center/ KAST

Our KAST team will be your main contact for questions or assistance related to absence and scheduling.

- ✓ Available from 4am-7pm Monday – Friday
  - ✓ 1.866.535.5998
  - ✓ [KESSCHEDULE@kellyservices.com](mailto:KESSCHEDULE@kellyservices.com) for non-urgent requests
- ✓ Contact for substitute requests
- ✓ If you need to cancel a previously created absence
- ✓ Need assistance creating an absence
- ✓ Status updates on unfilled absences
- ✓ Entering in absences the day of after 6:30 am

### Kelly Educational Staffing

#### Bemidji Office – 651.483.1233

Our office is focused on employee management and recruiting.

- ✓ Available from 5:30 A.M. – 2:30 P.M. Monday - Friday
- ✓ We do not have the ability to create, cancel or assign substitutes to an absence. We can assist you with following:
  - ✓ Substitute performance related topics
  - ✓ Reporting incidents
  - ✓ Updating location and school district staff information
  - ✓ All other topics not related to scheduling

### Training Videos:

<https://youtu.be/lzLAvW4djxE>