

AESOP Absence Reporting

On-line: <http://www.frontline12.com/Products/Aesop.html>

Telephone: 800-942-3767

- ALL Absences must be entered on-line or called in **no later than 6:30 a.m.** (5:30 a.m. if you are a zero period teacher) Please make sure to attach lesson plans to your AESOP entry if plans were not left in your mailbox or in your classroom.
- The default times for full day absences for teachers on a 1st - 7th per. schedule are 8:00 a.m. - 3:30 p.m. **PLEASE DO NOT CHANGE THE TIMES.** Substitutes are used to cover other classes during your prep period, therefore, even if you have 1st per. prep, PLEASE LEAVE THE DEFAULT TIME OF 8:00 a.m. The substitutes must arrive at 8:00 a.m. in order to have time for check-in, time cards and picking up the sub binder with the room key. The same is true if your prep is 7th period, the end time remains 3:30 so the sub knows their day ends at 3:30p.m.
- The default times for full day absences for teachers on a 0 (zero) – 6th per. schedule are 7:00 a.m. – 2:30p.m. **PLEASE DO NOT CHANGE THE TIMES.** 0 per. substitutes must arrive at 7:00 a.m. to have time for check-in, time cards and picking up the sub binder with the room key. Even if your prep is 6th per. the end time remains 2:30p.m.
- If your absence is only 3 or 4 periods in length, **PLEASE DO NOT CHANGE THE DEFAULT TIMES.** Subs are paid for a full day if they work 3 or more periods. You will leave the full day default times but you will add a note in the “Notes to Administrator” box the specific periods you need coverage. Your absence certificate will only be for those periods you were covered. We use the substitute the other periods to cover other classes as needed.
- **Half day absences are 2 periods in length.** You will only change the default times if your absence is less than 3 periods in length. However, the substitute must still arrive with time for check-in so please keep this in mind. For example, if your absence is for 6th/7th periods only, you would enter a start time of 1:00p.m. so the sub knows to arrive by 1:00p.m. for check-in. The default end time of 3:30p.m. would stay the same. If your absence is for 2nd/3rd, you would enter a start time of 9:00 a.m. and an end time of 11:30a.m. Subs are paid a minimum of 2 periods so we do not enter absences for only 1 period because if they’re being paid for 2, we want to use them for 2. If you need coverage 7th period only, for example, please enter the times for a 2 period 6th/7th per absence and enter a note in the notes to administrator box indicating you only need coverage 7th period. (Need coverage 1st per only? Enter 8:00 - 10:30, note in **admin** box that you need coverage 1st.)
- “What if I have 5th period lunch and my half day (2 period) absence is for 4th & 6th period?” You would enter 11:15a.m. to 2:30 p.m. and include a notation in the “Notes to Substitute/Notes to Administrator” boxes that this job is a 2 period job with 5th period being your lunch. Another example would be if you will be absent periods 5 & 6 and have 7th period prep: You would enter a 12:00 p.m. start time and a 2:30p.m. end time. “What if I have classes 5th, 6th & 7th and will be absent only those periods?” As indicated above, you will leave the default start/end times for a full day because this is a “3 or more period absence.” You will enter a note in the “Notes to Administrator” Box indicating your absence is only for periods 5, 6, & 7; and the sub will be used to cover other classes as needed. This works out very well when we have another teacher out for a Half AM (periods 1 & 2) and can use the same sub for both absences. Your absence certificate will only be submitted for the 3 periods you were absent.
- If you have substitutes you prefer to cover your classes, **you must enter their names in the preferred substitute section of your account.** Putting a notation in the Notes to Administrator box **does not work** because AESOP **automatically releases your absence job.** Once a substitute accepts a job we cannot remove them. For this reason, please do not promise a substitute they will cover your classes. If your job is accepted by another substitute and the substitute you promised the work to also arrives, we have to send that substitute home and the substitute who accepted the job through AESOP will cover your classes.
- **ALL** absences, except for School Business, must be accounted for on an Absence Certificate.

These are basic guidelines for the most common situations. There will always be unique situations that will come up which are not covered here. When this happens, please call Kimberly Quintal in the main office at extension 60117, or send her an email.

She will work with you to determine the best way to enter the absence.