



Teacher Training

August 20, 2015

Johanna Avendano; Personnel Assistant

Two(2) ways to report an absence

- ▶ 1. Via telephone: 1-800-942-3767
- ▶ 2. Online: www.frontlinek12.com/aesop

Via telephone

Up to 30 days in advance

To call Aesop, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

Over the phone you can:

- Create an absence (within the next 30 days) – **Press 1**
- Check your absence reason (entitlement) balances – **Press 2**
- Review upcoming absences – **Press 3**
- Review a specific absence – **Press 4**
- Review or change your personal information – **Press 5**

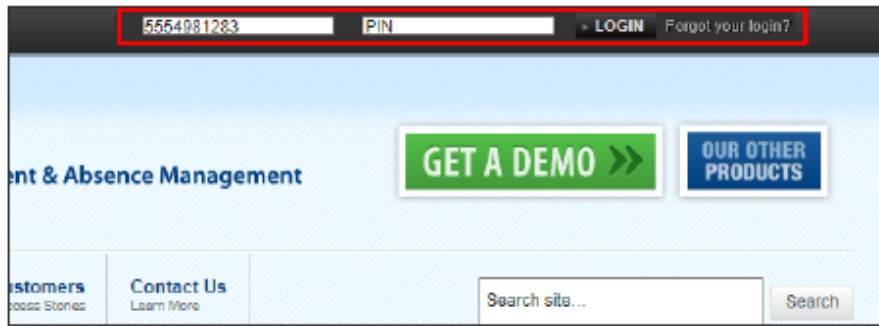


On the web

1 year in advance

Logging in on the Web

To log in to Aesop, type www.frontlinek12.com/aesop in your web browser's address bar (on mobile devices, type m.aesoponline.com).



5554981283 PIN LOGIN Forgot your login?

ent & Absence Management

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Enter your ID number and PIN, then click **Login**.

Can't remember your login info?

If you're having trouble logging in, click the **Forgot your login?** link next to the "Login" button for more information.



Calendar

August 2015

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

September 2015

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

October 2015

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

 Absences  Closed Day  In-Service Day

Creating an absence online

- ▶ Select the date of your absence; you can select a single day absence, or a multi-day absence (no more than three days).
- ▶ Select the reason for your absence.
- ▶ Select the time of your absence (full day, half day, or enter a specific time).
- ▶ By default a sub is required, you can select no sub required if necessary.
- ▶ Leave notes and/or attachments.

Creating an absence online (cont.)

Create Absence 0 Scheduled Absences 0 Past Absences

Please select a date Need more options?

| August 2015 | | | | | | |
|-------------|-----|-----|-----|-----|-----|-----|
| SUN | MON | TUE | WED | THU | FRI | SAT |
| 26 | 27 | 28 | 29 | 30 | 31 | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | 1 | 2 | 3 | 4 | 5 |

Substitute Required Yes

Absence Reason

Time
Please enter a valid time range using the HH:MM AM format.

to

Notes to Administrator (not viewable by Substitute)

255 character(s) left

Notes to Substitute

255 character(s) left

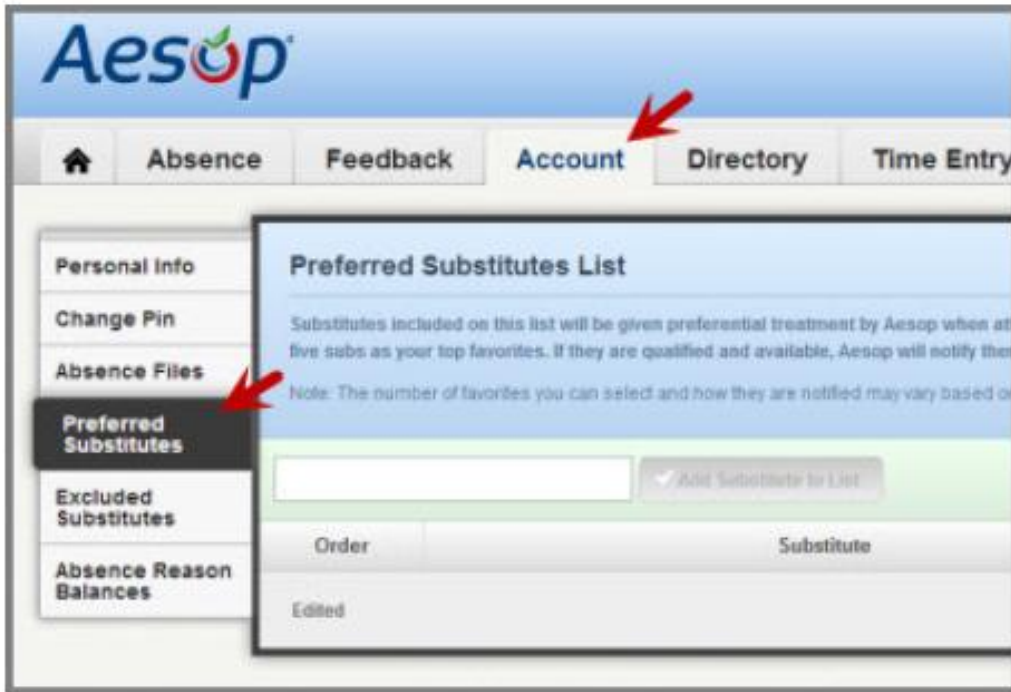
FILE ATTACHMENTS

DRAG AND DROP FILES HERE

 No file chosen

Shared Attachments

Create your Preferred sub list



Click on 



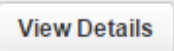

- You will see a list of all active subs
- You can select as many subs as you want
- This list gives you easy access to manage your favorite five subs
- The subs on this list get an advantage when filling your absences.

Favorite Five Subs

- ▶ You can select five favorite subs from your preferred list.
- ▶ The subs on this list will get an even more advantage when filling your absences.
- ▶ Subs will be notified instantly by email.
- ▶ The system will also call during the next evening call period up to 120 nights in advance.
- ▶ Click the heart icon to select and rank your subs.
- ▶ Ranking subs will determine what order the system will call.

How to cancel an absence

- ▶ You will do this under the scheduled absence tab.

| Create Absence | | 1 Scheduled Absences | 0 Past Absences | |
|--|----------------------|---|--|---|
| Date | Reason | Location | Duration | Time |
| CONFIRMATION # 173890606 | | NO SUBSTITUTE REQUIRED / NO APPROVAL REQUIRED | |  |
| | |  | |  |
| 21 Aug 2015 | COMP DAY-Pre-approv. | El Segundo High School |  Full Day | 7:30 AM - 2:35 PM |

- ▶ If you wish to edit an absence click on “view details”.
- ▶ Please cancel as soon as possible to prevent the sub from showing up at the site.

Absence cut-off time

- ▶ Please enter your absence as soon as you know you are going to be out.
- ▶ Cut-off time is 1 hour before the job starts.
- ▶ If you pass the cut-off time, you will need to contact me directly so I can enter the absence for you *(this is only during emergencies)*.

Questions?

- ▶ Contact: Johanna Avendano; Personnel Assistant
 - ▶ (310) 615-2650 Ext.1284
 - ▶ javendano@esUSD.k12.ca.us
 - ▶ Office hours: 7:00am-3:30pm

