Absence Reporting Instructions
AESOP System
Teachers Only

- **Teachers must report all absences in AESOP at www.aesopeducation.com with the log-on and password assigned or by calling 1-800-942-3767.**

- **Teachers must watch the 12 minute AESOP Basic Training video, which you will find at the bottom left side of your screen once you log into AESOP. This will help guide you through the AESOP system.**

- **In addition to reporting the absence in AESOP, you will be required to call your site secretary to notify them of the absence.**

- **Teachers must report ALL absences in the AESOP system in a timely manner. Absences need to be reported even if substitute is not needed.**

- **A few absence reasons require prior approval. When an absence is entered which requires approval, the system will email your administrator for approval. Once your administrator has approved or denied the request, the system will generate an email back to you. You can log on to your AESOP website at any time and check the status of your absences.**

- **The system does not wait to begin calling substitutes on absences requiring approval. The system will begin calling as soon as the absence is entered. If the absence is denied by your administrator, the system will generate a cancellation call to the substitute if one has already accepted the job.**

- **Absences must be reported in one of the following three options: 1) Full Day, 2) Half Day, 3) Custom. You will use the "Custom" option if you will be out any amount of time other than half or full day (for example: a doctor appointment that may only take 1 or 2 hours). The system allows you to enter the time frame you will be out.**

- **When entering an absence for less than a full day to go to the doctor, etc., you are required to enter a time frame you will be gone. This is obviously an "estimate" of the time you are expecting to be out. However, you may or may not use all the time requested, or possibly more time than requested. In the AESOP system, you do not have the ability to change the absence after it has occurred. Therefore, you will have to request your site administrator or secretary make the change if the original amount of time entered in the system is incorrect.**

- **When reporting an absence, the system will default the need for a substitute as "Yes". If a substitute is not needed, you will need to switch this to "No". This is an important feature to remember, since we are still required to pay a sub even if they are not needed.**

- **Any questions please contact Tammy Minten at (530)476-2892 ext. 13004**

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