

WORCESTER PUBLIC SCHOOLS

Stacey DeBoise Luster, Esq.
Human Resource Manager



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Dear Employee:

As you know, we now use an automated attendance reporting system, **AESOP**, to record absences.

You are reminded that each day you are out of school/work, you must enter this absence into your account. Additionally, when you request a day off, such as a personal, bereavement or vacation day (where applicable), you must do so in advance by entering the request into **AESOP**. You will receive a confirmation number, which does not indicate approval of the request, but registers it; such requests must still be approved by your principal or supervisor.

You are encouraged to become familiar with the system and monitor your account(s). If you have forgotten your password and pin number, and/or if you require technical assistance, please email aesop@worc.k12.ma.us and it will be provided to you.

Sincerely,

Stacey DeBoise Luster

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Human Resource Manager