

Procedure

ABSENCE REPORTING

ALL PERSONNEL are required to report their absences using the AESOP system.

**Online at www.aesoponline.com
or
Telephone: 1-800-942-3767**

Employees may report their absences 7 days a week, 24 hours per day.

We urge teachers to report their absences as soon as possible to arrange for substitute coverage.

Information that will be needed:

ID and password

Name

School or Location (do not state system wide; specify location

that day)

Grade, Subject or position (be specific)

Number of days absent

Reason

In addition, all employees are to notify the principal/director and/or supervisor of their absence. Itinerant teachers are to notify the schools to be served on the day of the absence and the appropriate manager or department as well (i.e. Special Education, Physical Education, Art, Music, etc.).