



What is it?

Aesop is a program that manages teacher absences and substitute teacher placements.

Who can use it?

Teachers, Social Workers, Counselors

Where can I find it?

Go to the “Faculty/Staff Services” page under “Quick Links” on the school’s website, or follow the link below:

<http://www.frontlineplacement.com/education/>

How do I log in?

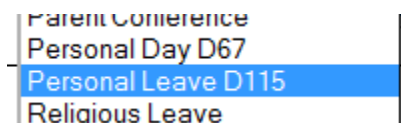
For most teachers, your **AESOP ID = your phone number** (including area code) and your **PIN number = the last 4 digits** of your **social security number**.

What can I do on Aesop?

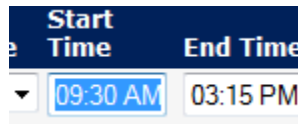
- Create absences for personal days, sick days, etc.
- View scheduled absences and absence history
- Select a list of preferred substitutes (for a detailed explanation, see back side of this sheet)
- Upload sub plans/lesson plans
- View substitute contact information

Common Pitfalls: What Do I Need to Know?

- Be careful when requesting personal days: there is an option for D67 as well as for D115. If you accidentally select D67, Christy won’t see it!



- If you **don’t have a 1st period class** or if it is a **late start day**, be sure to adjust the start time when you create your absence on AESOP (the default is 7:30am). That way subs won’t come in earlier than they have to.



- Personal days must be request 48 hours prior to proposed day off and cannot be adjacent to a holiday.

Contact for questions:

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Preferred Substitutes*

To add a substitute:

You probably have a list subs who you prefer. You can create a list of these substitutes who Aesop will contact first, and may even hold the absence for a period of time for these subs, when you create an absence. If they are set and ranked as “Favorite Five” they can receive an email and a call during the first evening after absence creation

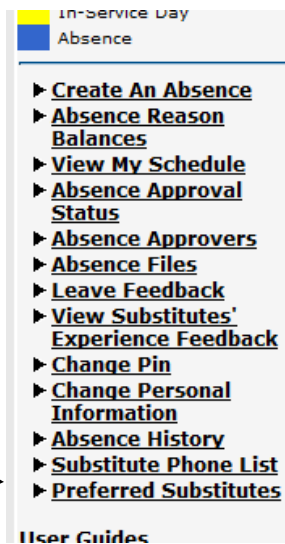
Some qualifying points to this:

- Sub must be available for the time (no other job)
- Sub cannot have a Non-Work Day
- Sub must meet any Qualifying Skills the district has set
- Aesop may make the absence available to a larger group of subs right when the absence is entered depending on district settings for absences created close to their start time.

** Keep in mind that subs who are preferred may be preferred by many employees. This means that the closer an absence is to starting, the less likely a preferred sub would be able available for an absence.

1. Click the **Preferred Substitutes** link

2. Click the **Add New Substitutes** link



3. Click on the alphabet letter for the desired substitute's last name, or enter the substitute's last name into the “Search” box and click **Search**

4. Click the box next to the name of the substitute you wish to select in the **On List** Column.

5. Select either **Exclude*** or **Include**

On List	Substitute	Exclude	Include
<input type="checkbox"/>	Akman, Troy ★★★★★	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ann, Baggedy ★★★★★	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Beaver, Eader (no rating)	<input type="checkbox"/>	<input type="checkbox"/>

6. Click the **Apply Changes** button to save or **Cancel** if you do not wish to save the changes

7. Repeat Steps 2-6 for additional substitutes

At this point you can select up to 5 substitutes as “Favorites”

1. On the preferred substitute page, click **Edit**.

2. Choose your “favorite five” by clicking on the radio buttons in the last 5 columns to rank the subs in the order you want them to be listed. *NOTE: Aesop will call these subs in this order, but email notifications to these subs will be simultaneous. The job will also be able to be viewed by all of your Favorite Five AND any other preferred subs at the same time. After you enter an absence, Aesop will send an email immediately to all five of your favorite substitutes who are available. They will also receive a phone call during the first available evening calling period depending upon their call settings and/or response to previous calls.*

3. Click the **Apply Changes** button to save your selection(s)