

Aide AESOP Handout

Morton 709 is using AESOP to track staff attendance. It will be used for reporting all of the following types of absences:

- Sick
- Personal
- Professional Day (District scheduled meetings)
- Professional Development (Conferences)
- Jury Duty

Staff members are responsible for entering their absences into AESOP. When entering into AESOP:

- Absences should be entered as soon as possible to assist with finding a substitute. Absences can be entered as late as 7:00 a.m. on the day of the absence, but when entering an absence on the day you'll be gone, you should also include an email to your building secretary and principal. If you're unable to enter an absence before 7:00 a.m. on the day of the absence, you need to contact the building secretary and/or principal directly.
- Enter the time you'll be gone to the nearest quarter of an hour. If you are going to be gone for a full day, enter use the default settings as your time of absence.
- Any time you are going to be gone for less than four hours, in addition to entering it in Aesop, you will need to notify the building secretary and principal. **You will need to mark Substitute Required as "No"**. Subs for these absences will be arranged through the office.

Staff members need to have their building secretary enter their absence when:

- It will be a long term absence.
- The absence will use a floating sub to cover the time they are gone.
- The absence is not entered prior to the day it occurred.