

# "Requesting a Substitute" Procedures

AESOP can be contacted via the web at [www.aesoponline.com](http://www.aesoponline.com)

or by calling **800-942-3767**

When requesting a substitute please enter your absence as far in advance as possible. This will ensure a better chance of procuring one of your "preferred substitutes".

## **New absences require the following information:**

- *Start and End dates* (if you will be out for one day the start & end date will be the same)
- *Absence Reason*
- *Absence Type* (full day, half day)
- *Notes to sub* (optional)
- *Notes to administrator* (required for school business related absences. Conference Title or workshop name , etc must be stated)

Personal Necessity, Comp Time and Jury Duty all require principal approval. When you enter your absence the principal at your site will receive an email notifying them of your absence. You will receive an email once the absence has been either approved or denied.

Absences requiring period subs (less than a ½ day) should be reported to the site secretary as far in advance as possible.

If you need to know your login, pin, or if you require additional training please contact Kathy Barnes at 927-6135 or your site secretary.