

# School Employee – Creating an Absence

To access your Absence Management account, visit [AesopOnline.com](http://AesopOnline.com) and sign in using the User ID and PIN provided to you. Follow the steps below to enter your absence.

1. Click the **Absence** tab at the top of your homepage and click **Create Absence** from the drop-down menu.

2. On the calendar, select the day of the absence. Selected dates will be highlighted in blue.

3. Select your absence reason and the time frame of the assignment.

4. Choose whether or not your position requires a substitute.

5. Enter any notes to your school administrator or to the substitute in the boxes under **Notes & Attachments**

6. Upload any pertinent files for the substitute.

7. A list of your absence date(s), your selected absence reason, and the start/end times of the assignment will appear in the right sidebar.

8. After verifying that all information is accurate, click **Create Absence** and you will receive a confirmation number.

**NOTES:** In the NOTES TO SUBSTITUTE, you must enter your parking space number. If you do not have one, state that. If you have any notes that you would like your administrator or building secretary to see, enter them in the NOTES TO ADMINISTRATOR. The Substitute will not see this.

If you are entering a PERSONAL DAY, and per contract need to state a reason, enter that in the NOTES TO ADMINISTRATOR.

PROFESSIONAL DAY REQUESTS will need to be forwarded on paper as normal for approval. Once approved, the absence will be entered by Central Office.

If requesting a FUNERAL DAY, please record their relationship with you in the NOTES TO ADMINISTRATOR section.

# School Employee – Canceling an Absence

To access your Absence Management account, visit [AesopOnline.com](http://AesopOnline.com) and sign in using the User ID and PIN provided to you. Follow the steps below to cancel an absence that is scheduled for a future date.

1. On the interactive calendar on your homepage, click the date of the absence you want to cancel.
2. An information box will appear displaying the details of your absence.
3. Click the red **Delete** button.
4. A confirmation window will appear. You must click **Yes** to confirm that you want to remove the absence. Once confirmed, the absence will be canceled and if it's already been filled, the substitute will be notified of the cancellation.

