



Absence Management

Formerly Aesop

Sign In

ID or Username

Caemery

PIN or Password

Sign In

[Forgot ID or Username](#)

[Forgot PIN or Password](#)

[Or Sign In with Organization SSO](#)

Create Absence

0 Scheduled Absences

0 Past Absences

0 Denied Absences

Please select a date

Need more options? Advanced Mode

December 2019

SUN

MON

TUE

WED

THU

FRI

SAT

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

1

2

3

Substitute Required

Yes

Absence Reason

Select One

Time

Full Day

08:00 AM to 03:00 PM

Notes to Administrator

Notes to Substitute

Helpful Hint:

You can select multiple days individually or click-and-drag to select a range of dates.

Choose File

No file chosen

Shared Attachments

250 character(s) left

255 character(s) left

Cancel

Create Absence

Date Selection

Pro Tip

Absences can be created up to one year in advance when created on the web.

Create Absence

0 Scheduled Absences

0 Past Absences

December 19

December 2019

SUN

MON

TUE

WED

THU

FRI

SAT

11

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31

1

2

3

Substitute Required

Yes

Absence Reason

Select One

Time

Please enter a valid time range using the HH:MM AM format

Full Day

08:00 AM to 03:00 PM

You can also click on multiple days to create a multi-day absence, and the days do not have to be consecutive.

Create Absence

0 Scheduled Absences

0 Past Absences

December 19; December 23

December 2019

SUN

MON

TUE

WED

THU

FRI

SAT

11

12

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31

1

2

3

Substitute Required

Yes

Absence Reason

Select One

Time

Please enter a valid time range using the HH:MM AM format

Full Day

08:00 AM to 03:00 PM

If you have a larger range of consecutive days, simply click and drag your cursor to select the dates.

Create Absence
0 Scheduled Absences
0 Past Absences
0 Denied Absences

Please select a date

Need more options? Advanced Mode

December 2019

SUN MON TUE WED THU FRI SAT

11

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30

31

1

2

3

Substitute Required

Yes

Absence Reason

Select One

Time

Please enter a valid time range using the HH:MM/AM format

Full Day

08:00 AM to 03:00 PM

Notes to Administrator

(not viewable by Substitute)

255 character(s) left

Notes to Substitute

255 character(s) left

FILE ATTACHMENTS

Choose File No file chosen

Shared Attachments

Cancel

Create Absence

Helpful Hint:

You can select multiple days individually or click and drag to select a range of dates.

[Return to Top](#)

Absence Details

The absence details (i.e. absence reason, time, etc.) are located beside the date selection tool.

December 2019

SUN MON TUE WED THU FRI SAT

11

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16

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19

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22

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26

27

28

29

30

31

1

2

3

Substitute Required

Yes

Absence Reason

Select One

Time

Please enter a valid time range using the HH:MM/AM format

Full Day

08:00 AM to 03:00 PM

Notes to Administrator

(not viewable by Substitute)

255 character(s) left

Notes to Substitute

255 character(s) left

Helpful Hint:

You can select multiple days individually or click and drag to select a range of dates.

Let's go over what each of these details mean:

Absence Details

Substitute Required This option may already be predetermined for you, but you may have the option to choose if a substitute is needed for this absence. To change the option from **Yes** to **No**, just click to move the slider.

Absence Reason Choose your absence reason from the dropdown list. (These options are pre-determined for you by your system Administrator.)

Time Choose what type of absence this is. Is it a Full Day Absence? Is it a Half Day Absence? Depending on your district's setup you may have the option to choose a custom absence as well. If you do need to enter custom times, choose **Custom** from the dropdown and enter the custom times in the boxes provided.

Substitute Required

Yes

FILE ATTACHMENTS

Absence Reason

Personal Day

Time

Please enter a valid time range using the HH:MM AM format.

Full Day

✓ Full Day

Half Day AM

Half Day PM

Custom

DROP AND DROP
FILES HERE

Notes to Administrator

(not viewable by Substitute)

Choose File No file chosen

Shared Attachments

255 character(s) left

199 character(s) left

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Operational Details

The system also provides a few optional entries (e.g. notes to Admin, notes to Sub. etc.) to further support those will review and fulfill your absence.

The notes you leave for the *administrator* will not be visible to the substitute, but the notes you leave for the *substitute* will be visible to the administrator.

Substitute Required

Yes

FILE ATTACHMENTS

Absence Reason

Personal Day

Time

Please enter a valid time range using the HH:MM AM format.

Full Day

08:00 AM to 03:00 PM

DRAG AND DROP
FILES HERE

Notes to Administrator

(not viewable by Substitute)

Notes to Substitute

Please remember to feed
Frodo, our classroom hamster!
:)

Choose File No file chosen

Shared Attachments

255 character(s) left

199 character(s) left

Attach a File: Absence Management allows you to attach Word, Excel, and/or PDF files for your substitute to reference. (These documents might include lesson plans, seating charts, etc.)

Substitute Required

Yes

FILE ATTACHMENTS

Absence Reason

Personal Day

Time

Please enter a valid time range using the HH:MM AM format.

Full Day

08:00 AM to 03:00 PM

DRAG AND DROP
FILES HERE

Notes to Administrator

(not viewable by Substitute)

Notes to Substitute

Please remember to feed
Frodo, our classroom hamster!
:)

Choose File No file chosen

Shared Attachments

255 character(s) left

199 character(s) left

To attach a file, click the **Choose File** button and browse your computer for the file you want to attach. If you are using a web browser (e.g. Chrome or Safari), you may also be able to drag the file right into the drop area, as seen in the example below.

0 Past Absences

0 Denied Absences

Need more options? Advanced Mode

Yes

Personal Day

Full Day

08:00 AM to 03:00 PM

Notes to Substitute

Please remember to feed Frodo, our classroom hamster! :)

190 characters left

FILE ATTACHMENTS

DRAG AND DROP FILES HERE

Choose File No file chosen

Shared Attachments

2016

2017 and 2018

2019

Absence Request

Lesson Plan

Once a file is added, it will appear in the File Attachments section. Select the **pencil** icon to describe the attachment or click the **trash can** icon to delete it, if needed.

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Saving the Absence

Once you have filled in all the required fields, click the **Create Absence** button at the bottom right corner.

Create Absence

0 Scheduled Absences

0 Past Absences

0 Denied Absences

December 19

Need more options? Advanced Mode

December 2019

SUN MON TUE WED THU FRI SAT

11 12 13 14

15 16 17 18 19 20 21

22 23 24 25 26 27 28

29 30 31 1 2 3

Substitute Required

Yes

Absence Reason

Personal Day

Time

Full Day

08:00 AM to 03:00 PM

Notes to Administrator

(not viewable by Substitute)

Notes to Substitute

Please remember to feed Frodo, our classroom hamster! :)

FILE ATTACHMENTS

Choose File No file chosen

Lesson Plan.docx Classroom Plans

Shared Attachments

Cancel

Create Absence

Once the absence is saved, you will see a message with a confirmation number, and the absence will appear under the "Scheduled Absences" tab.

Create Absence

1 Scheduled Absences

0 Past Absences

0 Denied Absences

Date	Reason	Location	Duration	Time
19 Dec 2019	Personal Day		8:00 AM - 3:00 PM	

CONFIRMATION # 394834367

View Details

Confirmation

Your Confirmation Number is 394834367

Ok

And there you have it! You have successfully entered an absence into the Absence Management system. Now, go celebrate with some coffee and a bagel. You earned it!

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