

HOW TO ENTER PROFESSIONAL DEVELOPEMENT ABSENCES INTO AESOP

When a professional development day or school related business day is chosen as an absence, the following information should be written in the Notes to Administrator:

- 1) Name of Event
- 2) Destination—hotel, city, state
- 3) Date(s) of Trip—Abbreviate months, example—Mar, Nov, Dec
- 4) Indicate Fund number that is paying for trip—See attached file for a list of codes.
- 5) Sub Needed—Yes or No
- 6) If sub is needed—who is paying for the sub, example-School or CPSB or Grant
- 7) Benefit to School System

There are only 255 characters in the Notes to Administrator box, so you will need to be brief and concise. Number the notes like the example below.

Notes to Administrator

(Viewable only by Administrator and Employee)

1) 51st Annual LASBO Convention 2) Baton Rouge Hilton, Baton Rouge, LA 3) Oct 13th, 14th, and 15th 4) 1110 5) Yes 6) CPSB 7) Obtain continuing certification requirments

Note: Bus Drivers that are driving extra trips which require them to miss a part or the whole day of their regular route will only need to submit the Calcasieu Parish School System Driver Log Sheet for Extracurricular Trip form in lieu of the above.

OUT OF STATE TRAVEL - Will need the Superintendent's signature on the approved absence.

Employees needing to get reimbursed for their travel, will need to print out the **APPROVED** Aesop absence from your browser and attach it to the "Employee Expense and Travel Voucher" and submit both to Accounts Payable for Processing.

What a printed copy of the absence should look like:

The screenshot shows a web browser window with the URL `mp.aesoponline.com/AbsenceRequest`. The browser's address bar and tabs are visible at the top. A red box with the text "Absence Must be Approved" is positioned over the browser's toolbar, with a red arrow pointing down towards the "Status" field of the absence request.

The main content of the page is an absence request for **View Absence # 142915007 - RICHARD, F. WAYNE**, covering the dates **Mon, Oct 13 - Wed, Oct 15**. The status is **No Substitute Required / Approved**. The absence is for the **PAYROLL DEPARTMENT**.

The absence details include:

- Absence Reason:** Profssnl Development
- Time:** Full Day (08:00 AM to 04:30 PM)
- Substitute Required:** No

The **Notes & Attachments** section contains the following text:

Notes to Administrator
(Viewable only by Administrator and Employee)

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A red arrow points from the list of items to a red box containing the text "Must have 7 items listed".

LISTING OF FUNDING CODES

Calcasieu Parish School Board
 Authorization for Professional Travel
 Fund to Be Charged

(Insert Fund Code Only for Item 4 - If Fund to be charged is not listed below, write name of Fund. If the school is paying for travel, indicate school)

Fund To Be Charged	Fund Code
GENERAL FUND	1110
CARL PERKINS	2110
EARLY CHILD NETWORK HS ARRA	2411
EARLY CHILDHOOD NETWORK CCDF	2780
EARLY CHILDHOOD NETWORK	1275
EARLY LEARNING FOR ALL	2235
EDUCATION FOR HOMELESS 93013	2340
EDUCATION EXCELLENCE 10-11	1810
EXTENDED DAY PROGRAM	7350
FOOD SERVICE	4110
HEAD START DONATIONS	1211
HEADSTART FEDERAL GRANT	2410
HEALTH INSURANCE	7110
IDEA PART B	2210
IDEA PRESCHOOL	2230
LA ASSISTIVE TECH INITIATIVE	2280
LA4	1273
MATH & SCIENCE	2640
MATH & SCIENCE 13-14	2641
POSITIVE BEHAVIOR PBIS	2275
SPED ST PERSONNEL DEVELOPMENT	2310
SRCL LITERACY GRANT	2632
TEACHER INCENTIVE FUND	2690
TITLE I	3010
TITLE II	3810
TITLE III IMMIGRANT	3430
WORKER'S COMPENSATION	7210
WORKFORCE INVESTMENT ACT	2710