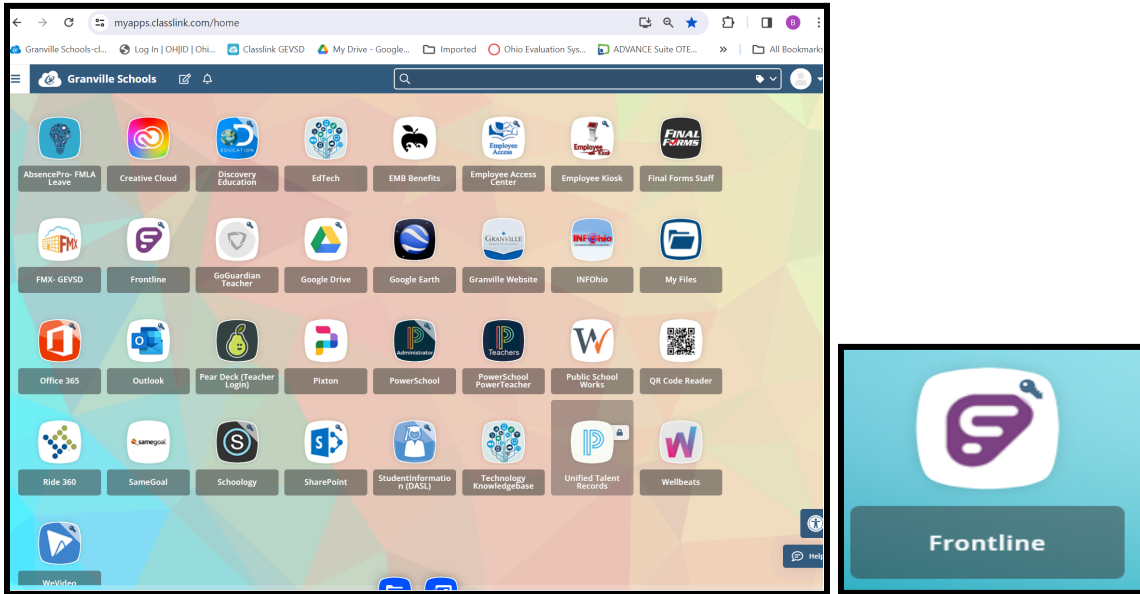


Create An Absence in AESOP

Step 1 - Login to Classlink and look for the Frontline icon



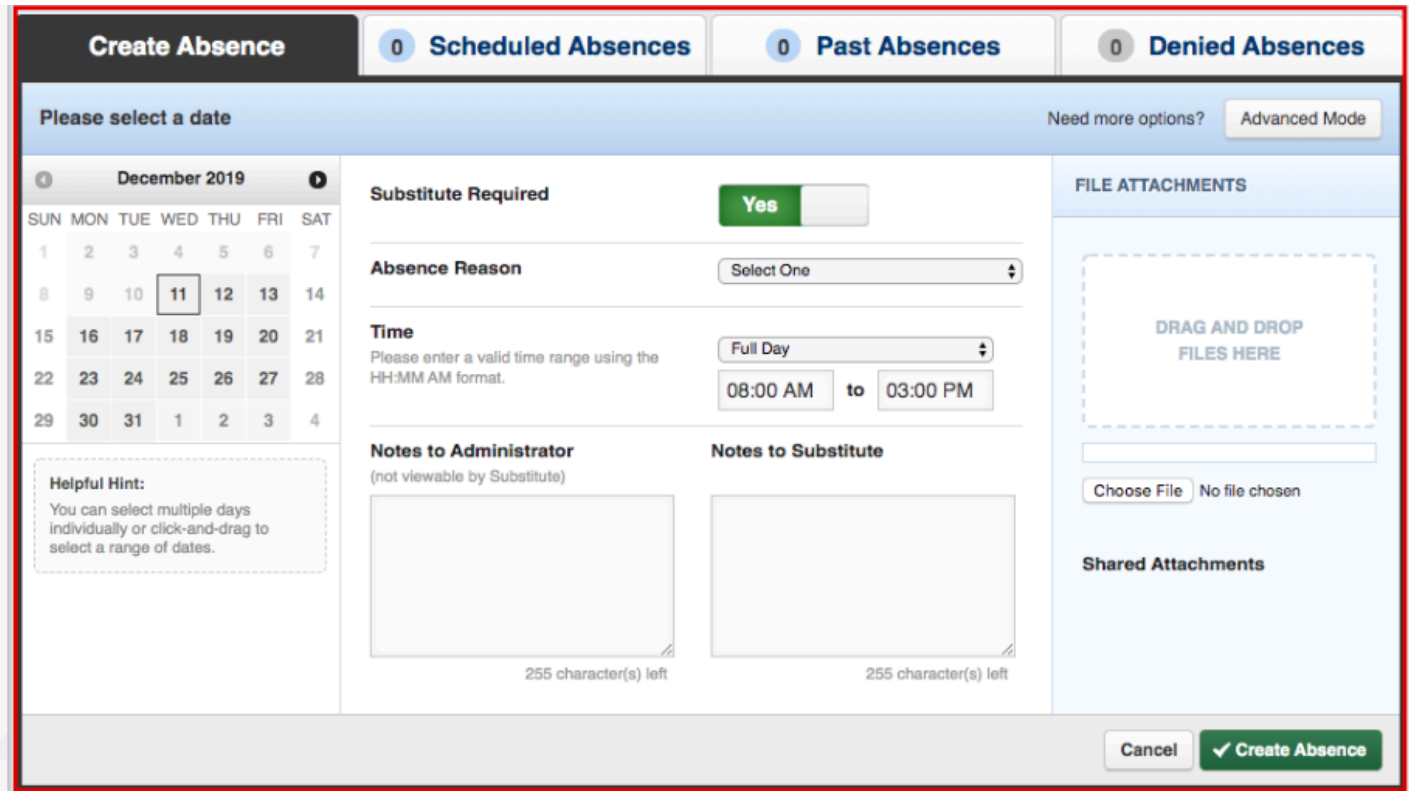
Step 2 - Select Absence Management



Step 3 - Fill out details of the absence. Click on the date of the absence. Fill out the entire information. This absence creation process allows you to indicate important details (e.g. your absence timeframe, reason, and other classroom notes/attachments, you can also include any important notes for the Substitute). If you have any lesson plans/worksheets

you would like to attach you can do that as well. The more information that is provided makes it easier for your Administrator and your Substitute.

Once all the details are complete please click on the Create Absence tab at the bottom.



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
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Substitute Required Yes

Absence Reason

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

Notes to Administrator (not viewable by Substitute)

255 character(s) left

Notes to Substitute

255 character(s) left

FILE ATTACHMENTS

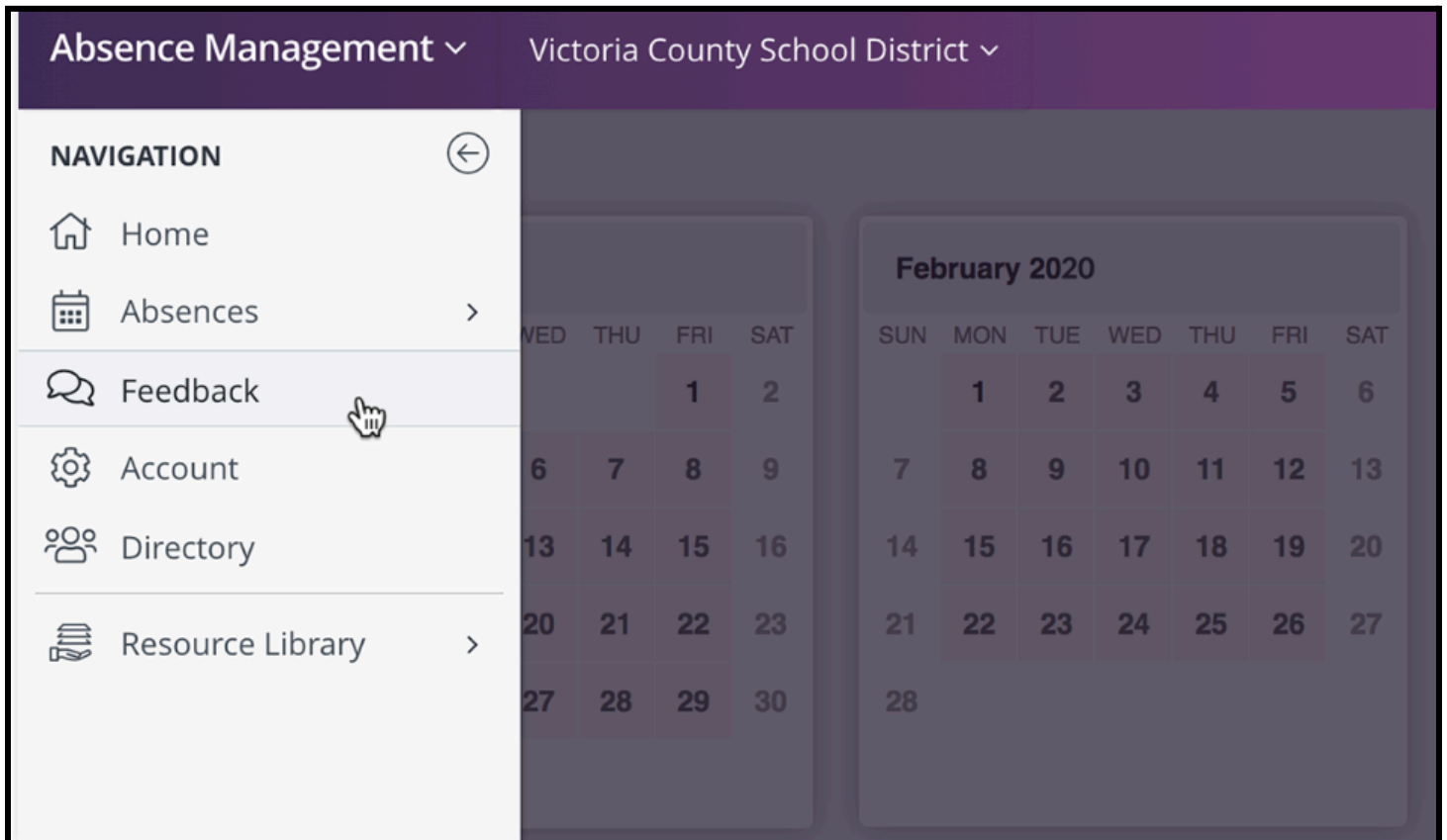
DRAG AND DROP FILES HERE

No file chosen




Shared Attachments

Step 4 - Once the create absence tab has been selected this absence will be sent to your Administrator to approve. You will receive an email once the absence has been approved.








Step 5- If you would like to leave feedback for the Substitute after they have successfully completed the day click on Feedback on the left hand side of the Navigation bar.



Once “Feedback” is selected, you will see a list of all the absences that occurred over the past 14 days for which you can leave feedback. Click on the Leave Feedback button for the individual absence in question.

Leave Feedback		Feedback that I left		Feedback left for me	
Feedback may be left for jobs that have ended in the past 14 days.					
Date	Reason	Location	Duration	Time	
CONFIRMATION # 258623735 POND, MELODY / APPROVED  					
				<input type="button" value="View Details"/> <input type="button" value="Leave Feedback"/>	
09 May 2017	Jury Duty	Victoria County Community Schools	 Full Day	8:00 AM - 4:00 PM	

This will take you to a page where you can answer questions about the substitute's performance. The first thing you will want to do is choose an overall rating. This is a 1 to 5 star rating with 1 star meaning their performance was "poor" and 5 stars meaning it was "outstanding". Hover over and click on the numbers of stars you would like to give. The Substitute will be able to see this feedback. If low feedback is given the administration will be notified.

Leave Feedback		Feedback left for me			
					<input type="button" value="Reset"/> <input type="button" value="Submit"/>
Date	Reason	Location	Duration	Time	
CONFIRMATION # 258623735 POND, MELODY / APPROVED 					
09 May 2017	Jury Duty	Victoria County Community Schools	 Full Day	8:00 AM - 4:00 PM	<input type="button" value="View Details"/>
<p>Please answer the following questions: Questions marked with an * are required</p>					
<p>Select an overall score that represents how you think the substitute performed his/her duties.*</p>					
<p> <input checked="" type="radio"/>  <input type="radio"/>  <input type="radio"/>  <input type="radio"/>  <input type="radio"/>  Outstanding </p>					
<p>Was all classroom work collected? *</p> <input type="text"/>					
8000 character(s) left					

Complete the entire form. Once you are complete click on submit.

Were any disciplinary issues reported?

No problems at all.

7981 character(s) left





General Notes/Comments

Thank you again. Great work!

7971 character(s) left

Reset

If you would like to review your feedback after you have hit submit click on Feedback That I left. You can then view the specific feedback you left by clicking View Feedback next to the absence.

Leave Feedback		Feedback that I left			Feedback left for me	
This list includes all feedback for the current school year.						
Date	Reason	Location	Duration	Time		
CONFIRMATION # 258623735	POND, MELODY / APPROVED	 	View Details		View Feedback	
09 May 2017	Jury Duty	Victoria County Community Schools	 Full Day	8:00 AM - 4:00 PM		