

A smiling man in a dark suit, white shirt, and dark tie stands in an urban alleyway. The background shows brick buildings and a street with yellow bollards.

ABSENCE MANAGEMENT CAMPUS USER TRAINING

DALLAS 
INDEPENDENT SCHOOL DISTRICT

DALLAS ISD SUBSTITUTE OFFICE PRIORITIES

The Substitute Office is centering our efforts on strengthening the available substitute pool, streamlining the hiring and orientation process for high quality substitute teachers, and improving campus substitute fill rates—specifically for daily teacher absences.

Absence Management Quick Overview

Campus User Access

Absence Management
Formerly Aesop

Sign In

ID or Username

PIN or Password

Sign In

[I forgot my ID or username](#) [I forgot my PIN or password](#)

To request access to Absence Management go to:
[Substitute Office/Absence Management Campus User Request](#)

Use the ID & Password provided in your email sent out upon creation to login to Absence Management
[Absence Management Website](#)

Use Microsoft Edge, Google Chrome or Mozilla Firefox



HOW ABSENCE MANAGEMENT WORKS

(click to begin training video)





CAMPUS ADMIN OVERVIEW

(click to begin training video)





CREATING ABSENCES & ASSIGNING SUBSTITUTES

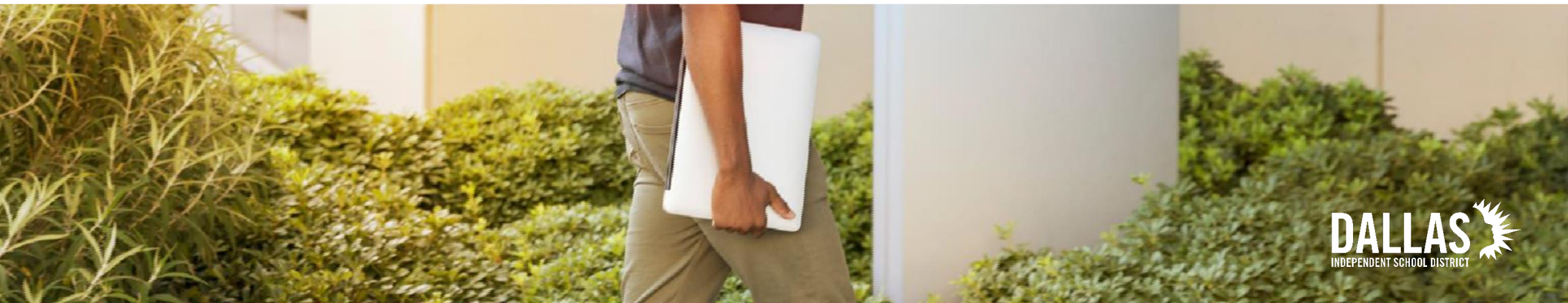
(click to begin training video)





APPROVING OR DENYING AN ABSENCE

(click to begin training video)





EDITING OR DELETING ABSENCES

(click to begin training video)



A close-up photograph of a person's hands interacting with a laptop. One hand is pointing at the screen, while the other is on the keyboard. The person is wearing a black wristband and a ring. The background is blurred, showing an office or classroom setting.

HOW TO SPLIT AN ABSENCE

(click to begin video)



MANAGING YOUR PREFERRED SUBSTITUTE LIST

(click to begin training video)





SUBSTITUTE AVAILABILITY

(click to begin training video)



CHANGING TITLES

Can only be done by the teachers themselves
(click to begin training video)



Campus Users Resources