

Certificated Absences

If you will be absent for all or part of the day, please enter your absence into Frontline at your earliest convenience.

If you miss the system cutoff and are unable to enter your absence, please email and/or call extension 3710 to report it. The administrative assistant will arrange coverage for your class(es) and enter the absence into Frontline on your behalf.

In the event of an emergency during the school day that requires you to leave campus, please contact extension 3710 immediately so coverage can be arranged as quickly as possible. If there is no answer, please contact your supervising administrator directly.

Classified Absences

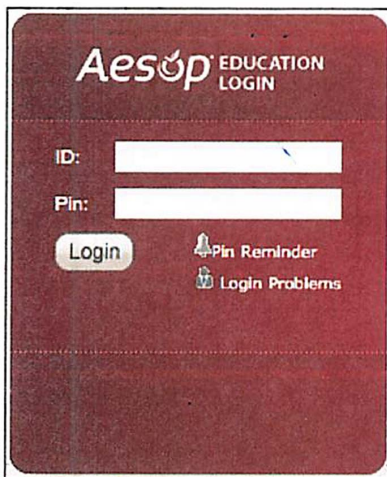
Notification of Absence

For Santa Maria High School, please email and/or call your supervising administrator,

8.1.3 For those absences not requiring prior approval, unit members must notify the site administrator or named site designee of their need to be absent prior to the start of their normal reporting time, or their leave compensation will be withheld.

Logging in on the Web

To log in to Aesop, type <http://www.aesoponline.com> in your web browser's address bar (on mobile devices, type m.aesoponline.com).

The image shows the Aesop Education Login page. It has a dark red background. At the top left is the Aesop logo with 'EDUCATION LOGIN' next to it. Below the logo are two white input fields: 'ID:' and 'Pin:'. Under the 'ID:' field is a 'Login' button. To the right of the 'Login' button are two links: 'Pin Reminder' and 'Login Problems', each with a small icon.

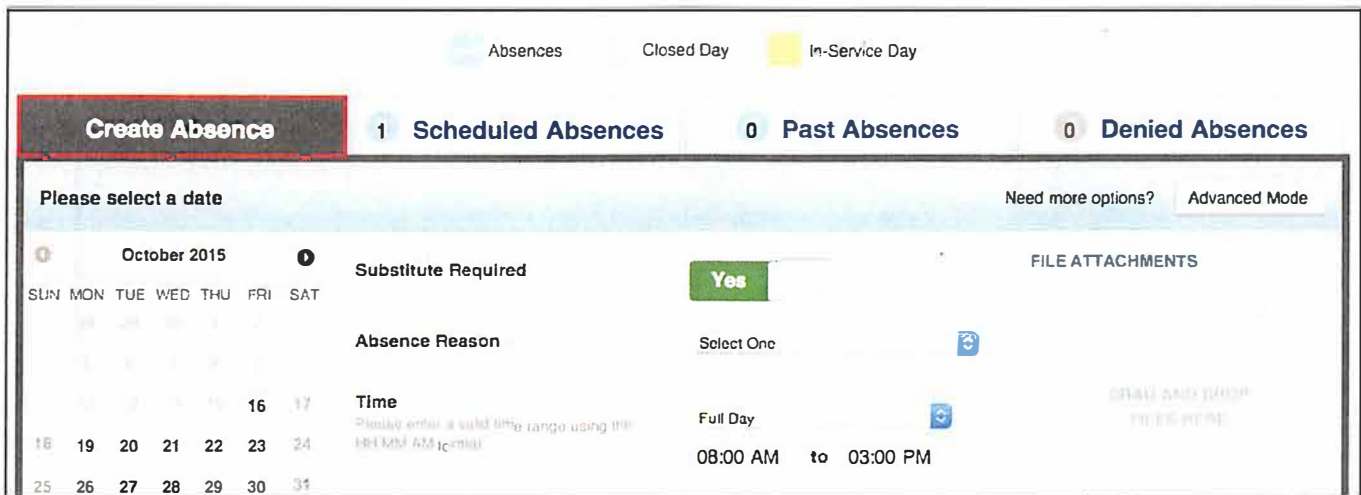
Enter your ID number and PIN. Then, click **Login**.

Can't remember your login info?

If you're having trouble logging in, click the **Login Problems** link next to the "Login" button for more information.

Creating an Absence

You can enter a new absence right from your Aesop home page under the **Create Absence** tab.

The image shows the 'Create Absence' form in the Aesop system. At the top, there are three tabs: 'Create Absence' (highlighted in red), '1 Scheduled Absences', '0 Past Absences', and '0 Denied Absences'. Below the tabs, there's a section titled 'Please select a date' with a calendar for October 2015. To the right of the calendar is a 'Substitute Required' dropdown menu set to 'Yes'. Below that is an 'Absence Reason' dropdown menu set to 'Select One'. To the right of the 'Absence Reason' dropdown is a 'Time' dropdown menu set to 'Full Day'. Below the 'Time' dropdown is a time range selector showing '08:00 AM' to '03:00 PM'. On the far right, there's a 'FILE ATTACHMENTS' section with a 'Need more options?' link and an 'Advanced Mode' button.

Fill out the absence details including the date of the absence, the absence reason, notes to the administrator or substitute, and more. You can also attach files to the absence from here.

The image shows a green button with a white checkmark icon and the text 'Create Absence'.

When you've completed entering the absence details, click the **Create Absence** button.

Managing your PIN and Personal Information

Under the "Account" tab, you can manage your personal information, change your PIN number, upload shared attachments (lesson plans, classroom rules, etc.), view absence reason balances, manage your preferred substitutes, and more.

Home	Absences ▼	Feedback	Account	Directory
Personal Info Change Pin Shared Attachments Preferred Substitutes Excluded Substitutes Absence Reason Balances				

Personal Info

General Information

Name: Tim Fox

Phone: 5554981283

Email Address: tfox@email.org

Title: High School Science

Room Number: Main Office

Language English

Getting Help and Training

Account	Directory	Help
Name: Tim Fox		

If you have questions, want to learn more about a certain feature, or need more information about a specific topic, click the **Help** tab to go to the Aesop Learning Center, where you can search Aesop's knowledge base of help and training materials.

Using Aesop on the Phone

Not only is Aesop on the web, but you can also create absences, manage personal information, check absence reason balances, and more, all over the phone.

To call Aesop, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

Over the phone you can:

- Create an absence (within the next 30 days) – **Press 1**
- Check your absence reason (entitlement) balances – **Press 2**
- Review upcoming absences – **Press 3**
- Review a specific absence – **Press 4**
- Review or change your personal information – **Press 5**

If you create an absence over the phone, be sure to make note of the confirmation number that Aesop assigns the new absence for reference.

If you need tech support, please email:

help@smjuhsd.org

If you don't have access to a computer, please call extension
4611.