

## TO CREATE AN ABSENCE ON LINE IN AESOP

If you NEED A CERTAIN SUB in to cover for your absence, please contact the AESOP clerk in your school to have her create the absence for you so a particular sub can be assigned to the absence.

Otherwise:

- Go to [www.aesoponline.com](http://www.aesoponline.com)
- Log in (enter your id# (your phone# w/area code) and your pin# (usually the last 4 digits of your SSN))
- Choose “create an absence”
- Enter start date (mm/dd/yyyy) and end date (mm/dd/yyyy)
- Choose absence reason (if you choose “other” (ex: for a personal day) you will need to let the school AESOP clerk know the actual reason you were out the next day that you return to work)
- Choose full day, ½ day am, ½ day pm or custom (if you choose custom put in the exact start and end time of your shift)
- Scroll down and type note to Administrator if necessary; type note to the substitute if necessary.
- Click “save”