

All Employees - New Absence Reporting System

San Luis Coastal Unified School District

8/10/2016

Beginning the 2016-17 school year, ALL employees will be required to enter their absences in Absence Management (formerly known as Aesop), *whether or not you need a substitute*. Please take a few minutes to familiarize yourself with Aesop and how to report an absence.

As the new school year is upon us, we wanted to let you know that San Luis Coastal Unified School District is migrating from Subfinder to an automated service that greatly simplifies and streamlines the process of recording and managing absences and finding substitutes. This service is called Aesop. All employees, whether you require a substitute or not, will be reporting absences through this new system. The Aesop service will be available to you 24 hours a day, 7 days a week and can be accessed via internet and phone. This system became active on July 1, 2016.

How do I interact with Aesop?

1. You can interact with Aesop on the internet at <http://www.aesoponline.com>. Here, you will be able to enter absences, check your absence schedule, update personal information, and exercise other features such as uploading your lesson plans for substitutes to view online.
2. You can also call Aesop toll free at [1-800-942-3767](tel:1-800-942-3767). Simply follow the voice menu to enter and manage absences and access other features. **We recommend that you call in to check the computer recording of your name and title. To do this, press Option 5 and follow the prompts.**
3. Please take a few minutes to watch this brief Training Video:
http://help1.frontlinek12.com/customer/portal/articles/1529151?b_id=3397

Important Notes:

Use your ID and PIN numbers for accessing Aesop.

When entering an absence, please wait until you receive a confirmation number before you terminate the phone call or close your internet browser window. **Your transaction is not complete until you receive a confirmation number.**

We are confident that you will find the Aesop experience much easier to use.

If you have any questions, concerns, or comments; please contact Luana Campbell by phone or email as listed below.

Thank you,

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