

AESOP



AESOP is our absence management platform now named Frontline Education. You can also access My Learning Plan through the same platform.

Click on the links on the right to access How To's on the absence management platform!

- [How to Log in](#)
- [How to Create an Absence](#)
- [How to Delete an Upcoming Absence](#)
- [How to Add Sub Plans/Documents to Absence](#)

How to Log in

- Go to the district website.
- Hover over Staff, and click AESOP.
- Enter your username and password.

Username: firstname.lastname

A temporary password will be provided by HR and then you will be asked to change it.

Click HERE for a screencast video on how to log in.



How to Create an Absence

- Log in to AESOP and choose Absence Management, *formerly AESOP*.
- Click Create Absence.
- Choose the date on the calendar, sub required, absence reason, time, and add any notes.

There are 2 ways you can create an absence. One where you assign your sub (you have talked to this person and they are able to work in your absence) and one where the system will open your absence to the pool of substitutes through the platform.

Professional Leave:

- Must obtain administrator approval
- Allow for 72 hours when requesting a substitute

Click [HERE](#) for a screencast video on how to create an absence.

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How to Delete an Upcoming Absence

- Log in to AESOP and choose Absence Management, *formerly AESOP*.
- Click Scheduled Absences.
- Click the delete button on the chosen absence.
- If you cannot delete an absence, please contact your administrator.

Click [HERE](#) for a screencast video on how to delete an upcoming absence.



How to Add Sub Plans to an Absence

- Log in to AESOP and choose Absence Management, *formerly AESOP*.
- Click Scheduled Absences.
- Click View Details.
- Click Edit Absence.
- Scroll down and attach any files you wish to add.
- Be sure to click Save Absence to save changes.

Click **HERE** for a screencast video on how to add sub plans to an upcoming absence.



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