



Absence Management
Formerly Aesop

SUMMER SCHOOL PROGRAM

Secondary Level Only

Effective from 6/10/2019 to 7/24/2019

<http://www.aesoponline.com>

Summer School Teachers

- ❖ Location: Larkin High School: All teachers will be working at this location only
- ❖ Building (Work) Hours: 7:00 am to 1:30 pm (Monday through Thursday)
- ❖ School schedule from June 10th to July 24th (2 sessions)
- ❖ Absence Management login information remains the same; any login related questions, please email aesop@u-46.org for assistance
- ❖ During the summer school program, teachers are responsible for entering their own absence(s) in Absence Management, prior to any absence(s), you only have a Full Day option
- ❖ Only two absence reasons will be available during the summer school program:
 - **Training** - Use this code when attending training
 - **Unpaid Day** - Use this code for any other absences
(Summer school employee do not have allotment days)
- ❖ The cut-off time for entering an absence is 5:30 am the day of the absence
 - In case of emergency or after the cut-off time, please contact the summer school building principal for assistance
- ❖ Teachers are responsible to select/assign their own substitute during their absences
You must contact the substitute and obtain a verbal consent prior to any assignments
 - The available summer substitute pool is listed under the “Directory” tab on your dashboard
 - If your preferred substitutes are NOT on the list, please request via email to aesop@u-46.org with the substitute’s ID and Full Name
- ❖ If applicable, please upload your lesson plans into the Absence Management system, and ensure the building administration knows the location of the plans

Summer School Substitutes

- ❖ When you are assigned to a job, the system will generate a 9-digit hyperlink/confirmation number. You will receive an email confirmation with job details (location, time, phone #, lesson plans, etc.)
Please enter the 9-digit confirmation number when clocking in.
- ❖ If the lesson plan is uploaded by a teacher, it can be found as an attachment for you to download in Absence Management, listed under your job assignment