

Creating a Basic Absence

There are many things you can do and see on your Aesop website. But as an employee, one of the most important things is the ability to create an absence. We have made it easy for you to do this right on the home page.

Absence creation may look different for you depending on your District's settings.

In most cases, you can create an absence right from the home page under the "Create Absence" tab.

Create Absence 5 Scheduled Absences 4 Past Absences 0 Denied Absences

Please select a date Need more options? [Advanced Mode](#)

April 2014						
SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

Substitute Required Yes

Absence Reason

Time
Please enter a valid time range using the HH:MM AM format.

to

Notes to Administrator (not viewable by Substitute)

255 character(s) left

Notes to Substitute

255 character(s) left

FILE ATTACHMENTS

DRAG AND DROP FILES HERE

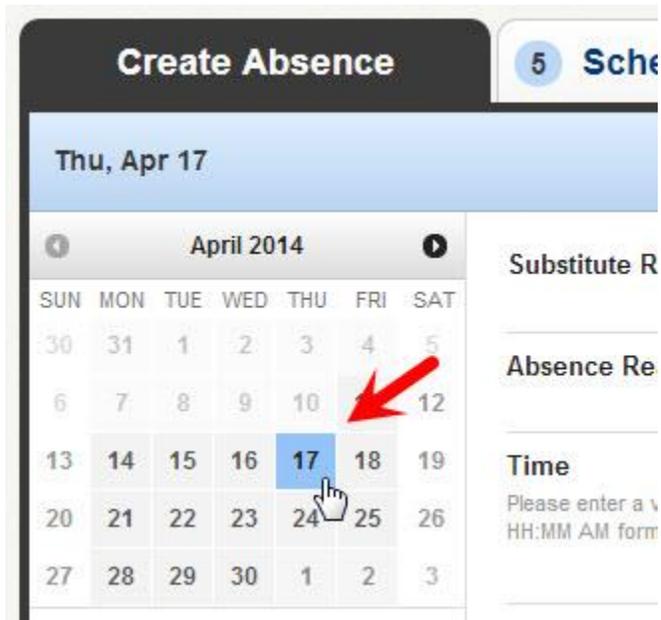
No file chosen

Shared Attachments

- Vanderbilt HS Code of Conduct.xlsx
High School Rules

Select the Date (or Dates)

When selecting your absence date, simply click on the single day and it will be highlighted in blue.



You can also click on multiple days to create a multi-day absence. The days do not have to be consecutive.



If you've got a larger number of consecutive days you'd like to select, simply click and drag your cursor to select the days.

Entering Absence Details

Once you've chosen the date(s) of the absence, it's time to enter the rest of the absence details.

Substitute Required

 Yes

Absence Reason

Time

Please enter a valid time range using the HH:MM AM format.

 to

Notes to Administrator

(not viewable by Substitute)

255 character(s) left

Notes to Substitute

255 character(s) left

Let's go over what each of these details mean:

Substitute Required: This option may already be predetermined for you but you may have the option to choose if a substitute is needed for this absence. To change the option from **Yes** to **No**, just click to move the slider.

Substitute Required

 Yes

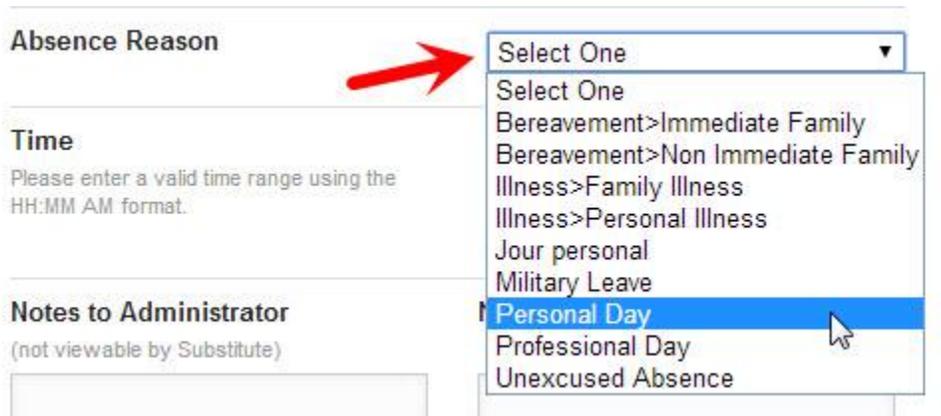
Absence Reason: Choose your absence reason from the drop-down list.

Absence Reason

Time
Please enter a valid time range using the HH:MM AM format.

Notes to Administrator
(not viewable by Substitute)

Select One
Select One
Bereavement>Immediate Family
Bereavement>Non Immediate Family
Illness>Family Illness
Illness>Personal Illness
Jour personal
Military Leave
Personal Day
Professional Day
Unexcused Absence



Time: Choose what type of absence this is. Is it a Full Day Absence? Is it a Half Day Absence? Depending on your district's setup you may have the option to choose a custom absence as well.

Time
Please enter a valid time range using the HH:MM AM format.

Notes to Administrator

Notes to Substitute

Full Day
Full Day
Half Day AM
Half Day PM



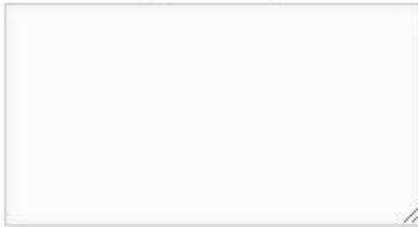
Operational Details

There are a couple of optional things you can do as well before saving the absence.

Notes: You have the ability to leave notes for your administrator and for the substitute who will be filling in for you. The notes you leave for the administrator will not be visible to the substitute. The notes you leave for the substitute will be visible to the administrator.

Notes to Administrator

(not viewable by Substitute)

A rectangular text area with a light gray border and a small diagonal icon in the bottom right corner. It is currently empty.

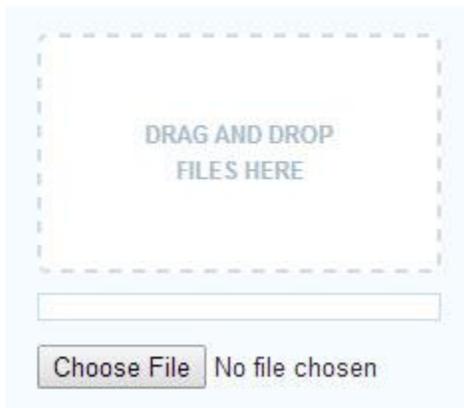
255 character(s) left

Notes to Substitute

A rectangular text area with a light blue border and a small diagonal icon in the bottom right corner. It contains the text: "Don't forget to feed Ringo, our classroom hamster! :)".

202 character(s) left

Attach a File: Aesop gives you the ability to attach files to your absence for your substitute to see, such as lesson plans or seating charts. You can attach Word, Excel, and PDF files.

A light blue rectangular area containing a dashed border box with the text "DRAG AND DROP FILES HERE" inside. Below the box is a white input field. At the bottom left is a button labeled "Choose File" and to its right is the text "No file chosen".

To attach a file, click the **Choose File** button and browse your computer for the file you want to attach. If you are using a web browser like Chrome or Safari, you may also be able to drag the file right into the drop area

Once you have added a file, you will see the name of the file in the File Attachments area. To delete, the file use the **trash can icon**.

Saving the Absence

Once you have filled in all the required fields, click the **Create Absence** button at the bottom right corner.

Create Absence

5 Scheduled Absences | 4 Past Absences | 0 Denied Absences

Fri, Apr 18 Need more options? [Advanced Mode](#)

1 April 2014 2

SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

Substitute Required Yes

Absence Reason

Time
Please enter a valid time range using the HH:MM AM format.
 to

Notes to Administrator (not viewable by Substitute)

255 character(s) left

Notes to Substitute

211 character(s) left

FILE ATTACHMENTS

DRAG AND DROP FILES HERE

No file chosen

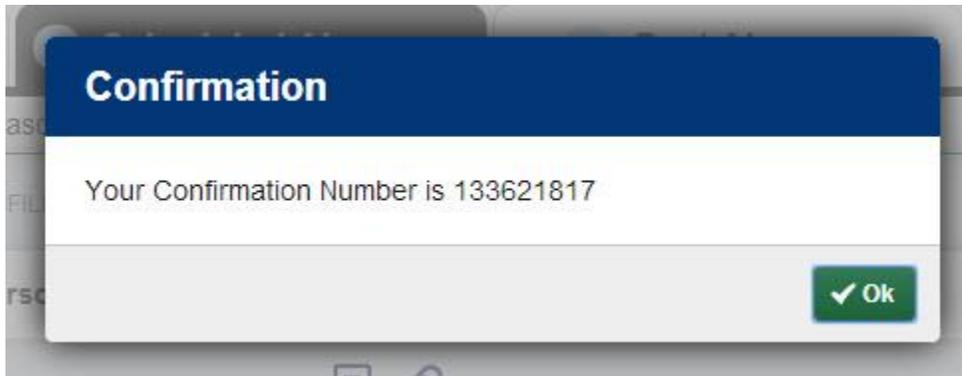
Lesson Plan.docx
No Description...

Shared Attachments

Vanderbilt HS Code of Conduct.xlsx
High School Rules

Helpful Hint:
You can select multiple days individually or click-and-drag to select a range of dates.

Once the absence is saved, you will see a message at the top of your screen which will include the confirmation number. The absence will also show up under the "Scheduled Absences" tab.



Congratulations! You're done entering your absence into Aesop. Now, go get some coffee.