**Background Information:** Absence Management offers both phone and Web service to create an absence. This guide refers to the online version where you can create an absence as far as one year in advance. Additionally, you can track your absences and leave notes/attachments for the substitute.
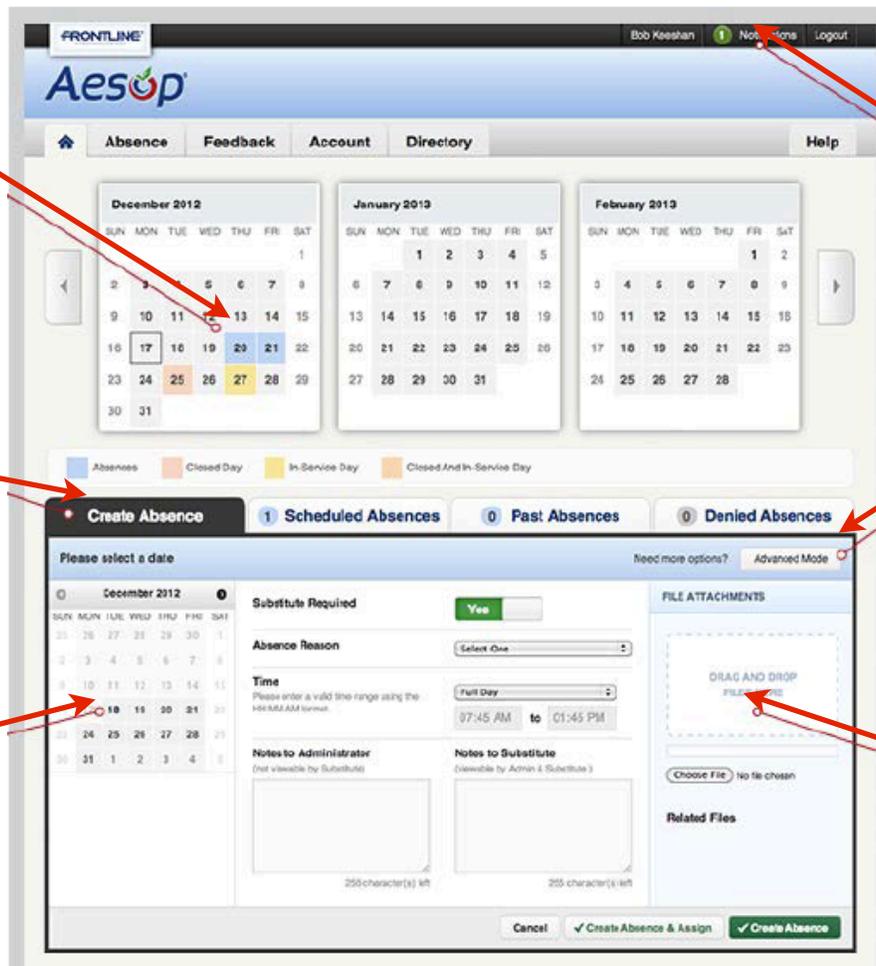
To enter an absence:

1. a. Go to
https://login.frontlineeducation.com/sso/wilmettepsd39

2. Select your D39 gmail account or contact Ann Grochocinski @ grochoca@wilmette39.org.

3. You will be taken to the all new, easier to use Home Page where you can find links to everything you will need.
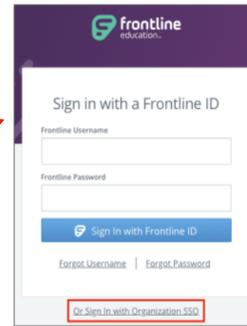
Easily see your absences and other events on the 3-month calendar.

You can see important notifications from your district here.

Create an absence without leaving your Aesop home page.

Use "Advanced Mode" to access more options for customizing your absence.

Click a calendar date (or click and drag over a date range to select dates for your absence.)

Easily upload attachment by selecting a file or dragging a file from your computer and dropping it here.

4. Choose **Create Absence**

   a. Click on the **Start** and, if more than one day, drag to the **End date**

   b. Choose **Yes** or **No** for **Substitute Required**

   c. Choose the **Absence Reason**

   d. Specify **Start** and **End** times, if needed

   e. Enter any message you might want to send to your administrator, if any

   f. Enter any message you might want to send to the substitute, if any

   g. Attach (or drag) any files you might want to send to the substitute. You are encouraged to attach files/lesson plans for the substitute as these are easily viewed by the sub in advance of your absence and they are available for your building secretary or administrator to retrieve and provide to the sub, if needed.

   h. Click **Create Absence**. *Aesop* will find you a substitute and give you a confirmation number.

NOTE: To create a list of your favorite subs, see **QSG "Choosing Your Five Favorite Subs"** located on the same page as where you logged in initially.

NOTE 2: If you know of your absence ahead of time, you can ask your building secretary to try to arrange a specific sub. Otherwise, *Aesop* will attempt to secure one of your "favorite five" first. If none of them is available, another will be chosen.

NOTE 3: If you have already chosen favorite subs, they will remain in your account. If you have not chosen favorites, a new QSG will be created after the new system goes into effect (end of February 2013).

There are many features to Aesop that you can use. If you need instructions on any of them, see the **User Guide** or **Basic Training Video** accessed from the list on the opening screen. These features include:

   • Managing Your Schedule

   • Canceling an Absence

   • Changing Your PIN

   • Viewing Your Absence History