



- AESOP website – www.Frontlinek12.com/Aesop or 1-800-942-3767
- Enter your AESOP ID number and PIN number (zeros are important)
- Tutorials are available on the website under the “Help” tab
- Login and view the website to familiarize yourself before needing to add an absence
- Absences need to be entered ASAP when you know you will need a sub in order for the automated system to make every effort to fill that absence
- Dock absences need to have approval from the Superintendent by using a Non-Medical Leave form (available in your school office)
- Jury Duty is entered as “other” and in the Notes to Administrator it should indicate Jury Duty
- Double-check the date range when entering an absence
- Add any notes for the substitute in that specific box
- Information for the principal belongs in the Notes to Administrator section
- An email address may be added in order to receive emails for absence approvals
- A confirmation number will be available after your absence has been entered
- Questions – knappd@district87.org or 827-6031 x 1021