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Charter/Private Schools – Employee – Absence Management User Notes

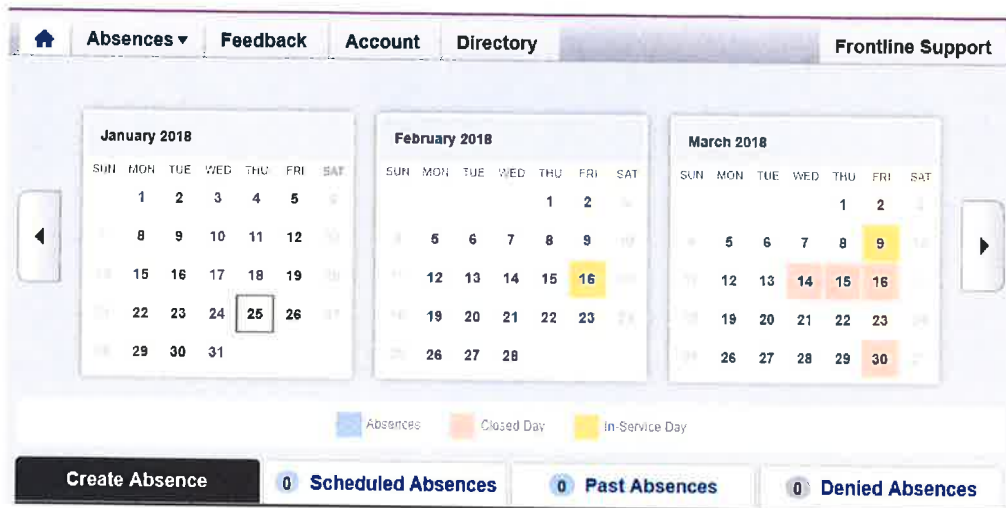
Log On:

- Go to www.teachersoncall.com and click on “**Absence Management Login**” (or log onto www.FrontlineK12.com/Aesop)
 - Log in with your personal ID number and PIN number – received from your school or Teachers On Call
- **or** Call Absence Management’s toll-free phone number (1-800-942-3767)
- Log in by keying your personal ID (then pound key - #) and PIN (then pound key - #) – received from your school or Teachers On Call
- **or** call Teachers On Call’s phone number (800-713-4439) (Office staffed M-Th 6am-6pm, Fri 6am-5pm)
 - Call us directly for last-minute or mid-day emergencies, or if you are having any challenges logging on

Create an Absence:

1. Select the **Date(s)** of your absence
2. Select “Yes” if a **Substitute is Required**
3. Choose the **Absence Reason** in the drop down menu
4. Specify the **Time** of the absence - Full Day, Half Day AM, Half Day PM, or Custom
 - a. If you need a substitute for a time period that is different than your absence, click the link in the circle to specify for the substitute his/her report times
 - i. Note that Teachers On Call pays substitutes for half day or full day
5. *Optional:* Add **Notes to Administrator:** basic notes for the reason of your absence
6. *Optional:* Add **Notes to Substitute:** basic lesson plan notes or activities in your classroom
 - a. These are viewable by all substitutes considering this absence opportunity, so please do not put in student-related or confidential information
7. *Optional:* Add **File Attachments:** upload lesson plans or other files to prepare a substitute to work in your classroom
 - a. “Drag and drop” files into the “File Attachments” box, or choose a file to upload
8. Click “**Create Absence**”, “**Create & Assign Sub**”, or “**Cancel**”
 - a. Please only use the “Create & Assign Sub” when you have verbally confirmed with the sub that they can work
 - i. Find the name of the substitute you want, either by typing and searching the name or by clicking on “View List of Substitutes”
 - ii. **Click on “Assign” only if the sub verbally agrees.** If the name is not on the list, this sub is not available for that day(s)
 - iii. If you are unable to verbally confirm with the sub that they can work, please reach out to Teacher On Call

Home Page View:



- Navigate your interactive calendar
- See [Scheduled Absence](#) tab to view upcoming absences
- See [Past Absences](#) tab to view absence history
 - To cancel an absence, find the absence on the [Scheduled Absence](#) tab or on the calendar (blue-coded day), and click the “Delete” button
 - **If your absence is showing as filled, before deleting, you must contact that sub personally or call TOC and we can contact the sub informing them of the cancellation**

Manage My Account:

- Click the [Account](#) tab or click on your [name](#) (top bar)
 - [Personal Info](#)
 - You may update your email address / phone number
 - Note: your phone number is your login ID; if you change your phone number, this will also change your login ID
 - [Change Pin](#)
 - You may change your assigned pin number
 - [Shared Attachments](#) are files that will be automatically attached to every absence you create
 - [Preferred Substitutes](#) will be given preferential viewing to accept your absences
 - Click on the green Add Substitutes button, then search for your favorite substitutes or select them from the list. Once you’ve selected all names, click “Add Substitutes to List”
 - Click on the heart icon next to each sub you would like to give favorite five status to; they will be notified of your opportunities immediately. Click on the dots next to each heart to drag and re-order your favorite five
 - Note: Teachers On Call may assign substitutes licensed in your grade level/subject area to your preferred list if you do have a list setup in the system
 - [Excluded Substitutes](#) will not see opportunities for your classroom only
 - Click on the green Add Substitutes button, search for the sub’s name or choose from the list, then click “Add to Excluded Substitutes”

Explore Other Features:

Click the [Feedback](#) tab to answer short questions and enter a rating (1-5 stars) for the substitute’s performance

Questions?

- Access User Guide and Videos in the Learning Center through [Frontline Support](#)
- Call **Teachers On Call (800-713-4439)** for direct help

Staff Absence Procedures and Sub Plan Requirements

Absence from Work Notification and Sub System (AESOP)

Please see your Employee HR Handbook for further information on requesting time off and requesting substitute teachers.

Absence from work is defined as time off without pay or time charged to a leave account. Employees must notify Athlos Leadership Academy by leaving a message on the school's absence line, 763-777-8970 before 6:00 AM if they will be unexpectedly absent, leaving early, or arriving late.

When advance notice is not possible, the employee's supervisor/designee should be called no later than 30 minutes before an employee's regularly scheduled start time. The reason for the absence and the estimated length of the absence should be given. If absence is anticipated on subsequent days, the employee should notify the appropriate person by 12:00 PM each day prior to the absence.

Teaching staff must email specific lesson plans to the Dean of Education and Classroom Community-Middle School, Dean of Education and Classroom Community-Lower School, Dean of Student Development-Middle School, and the Accounts and Benefits Coordinator by 6:00AM on days of planned and unexpected absences. This must be done in addition to uploading lesson plans on AESOP. When absences are planned in advance, a copy of detailed lesson plans must also be printed and placed in the classroom lesson plan binder. Sub plans may not include summative assessments. All summative assessments must take place with the classroom teacher in attendance.

All teachers, with the exception of EL and Achievement Intervention Specialists, will need to request a sub through AESOP by 5:30 AM at the latest for any unplanned absences but should submit the AESOP request as soon as possible to ensure that the sub request will be filled. Subs will also need to be requested, through AESOP, for any planned absences *after* the planned absence has been approved. Lesson plans will be uploaded to AESOP. Lesson plans will also be emailed to the Dean of Education and Classroom Community- Middle School, Dean of Education and Classroom Community-Lower School, Dean of Student Development-Middle School, and the Accounts and Benefits Coordinator by 6AM.

EL and AIS teachers need to email/notify the classroom teachers with whom they work to let them know that their students will not be serviced on that day. This is for both planned and unplanned absences. EL/AIS should make arrangements with teachers to support them with plans/activities in the event of their absence.

Teachers can log on to AESOP through www.teachersoncall.com and then click on "AESOP Login. If you have forgotten your pin, you will need to call Teachers on Call directly or look it up under "Employees". You can contact Teachers on Call from 6AM-6AM Monday through Thursday and from 6AM-5PM on Fridays. It is important to keep your pin in a safe place at home or noted in your cell phone so that you will be able to log in quickly in the event of an unplanned absence.

If a sub is needed for a meeting or staff development during the school day, email the Accounts and Benefits Coordinator, Dean of Student Development- Middle School, Dean of Education and Classroom Community- Middle School and Dean of Education and Classroom Community-Lower School at least one full week (7 days) before the meeting to ask if an in-house sub can be arranged. In your email, you must state the purpose of the meeting, who has approved the meeting, the hours of the meeting, and the location of the meeting. If in-house subbing is not available for your meeting, you will then be asked to submit a sub request to AESOP.

If you have an emergency during the school day such as an unexpected personal illness or family

emergency, first call the Accounts and Benefits Coordinator who will work with you to arrange a sub. If you cannot reach the Accounts and Benefits Coordinator, call the front desk to ask for their support in locating the Accounts and Benefits Coordinator or Dean of Faculty and staff to take your request for an emergency substitute teacher.

All teachers are expected to attend:

- Two Welcome Nights (One night for A-L, one night for M-Z)
- Scheduled PLCs, grade level meetings, and other staff development
- Scheduled Staff or Compass Group Meetings
- Family Events and Fundraisers
- Two Parent Conference Sessions
- Other events as assigned

Employee Attendance

Please review the Employee Handbook for further procedures and systems related to employee attendance and time off requests.

Sub Binder Requirements

In order to guarantee the success of your substitute teacher, the following items need to be kept updated in the sub binder throughout the school year. Sub binders must be easily available so that it can be easily located in case of emergency. Your sub binder must be completed by the last day of fall training.

Required Contents Include:

1. Daily Schedule

2. List of daily routines so that the sub can have a successful day. (Arrival/dismissal procedures, lunch/recess procedures, hallway procedures, bathroom/drink procedures, pencil procedures, etc.) Expectations of supervision of lunch/recess/specialists versus prep times. If you are assigned to supervise recess or lunch, what does that look like? What is your responsibility? Where do you stand? What are the rules that need to be enforced?

3. Updated class list. (Any time your class list changes, you must update your class list in your sub binder by printing out the Infinite Campus roster.) **Include directions for taking attendance.**

4. Class lists printed from Infinite Campus for the substitute to complete and submit to the front office for attendance. Make a note at the top of the sheet to instruct the sub to have a student submit the attendance to the front office at 8:00. Include directions to instruct the sub to be sure that any student arriving late has a pass from the office.

5. Updated student roster/emergency phone numbers. (Must be updated any time you have a change in your class list.)

6. Seating Chart

7. Medication/Allergy/Health information

8. Classroom Emergency Procedures. (Make a copy for your sub binder.)

9. Behavior management information.

10. Copy of Staff Extension and Room Number List- Make notes for the sub of which numbers to contact in case of emergency. Who are helpful teachers on your team that they should connect with if they have questions?

11. List of helpful students: Who should the sub see with questions?

12. Transportation information (This list must be kept updated in your sub binder at all times. Bus lists, pick up lists & who is allowed to pick up each of your students.)

13. Sped information (push-in and pull-out schedules, service schedules, copies of IEP adaptations, copies of 504s.)

14. Schedule of when students are pulled out for AIS/EL/SPED

15. Keep sub feedback forms inside the front cover of your sub binder for subs to fill out. If a completed copy is left in the binder rather than being submitted to the front desk, please turn in the copy at the front desk when you return.

16. Information about other paras or teachers that are in the room during the day. What should they be doing? Who are they in there to work with?

17. Map of the building. Highlight and make note of specialist rooms, gym, cafeteria, etc.

18. Teacher Lounge information

19. List of lunch pins for your classroom

20. Complete set of emergency sub plans

Every teacher must keep a set of full-day emergency sub plans in their binder that the school can access in case of an emergency situation that prohibits the teacher from emailing regular sub plans to the Accounts and Benefits Coordinator, Dean of Student Development-Middle School, Dean of Education and Classroom Community- Middle School and Dean of Education and Classroom Community-Lower School. When calling into the absence line, the emergency should be stated along with instructions for where to locate the emergency plans. These will be accessed by the school in the event of an unforeseen and uncontrollable circumstance that inhibits a teacher from sending in the regularly required sub plans used for illnesses and personal days. Examples of an emergency could include things such as car trouble on the way to work, an early morning trip to the ER, or a morning family emergency that inhibits the staff member's ability to create and send in plans. Thankfully, most teachers will not need to use their emergency plans during a school year, but having them prepared will set students and coworkers up for success should an emergency occur.

Emergency plans must include a detailed plan for what is expected of your students at each part of the day, including transitions. Your goal is to create a set of emergency plans where the day is so structured and so engaging that the class will be easily managed and so that your students will have an enjoyable and successful school day in your absence. Emergency sub plans should require no preparation work on the part of a sub or staff members. All worksheets and other necessary items should be preprinted, labeled, and accessible to the sub. These items should be stored in the sub binder or in a clearly labeled Sub Plan bin kept at your desk.

Sub Plan Requirements for Sick Days and Personal Days

Sub plans for sick days and personal days must be emailed to the Accounts and Benefits Coordinator, Dean of Student Development-Middle School, Dean of Education and Classroom Community- Middle School and Dean of Education and Classroom Community-Lower School by 6:00AM on days of planned and unexpected absences. This must be done in addition to uploading lesson plans on AESOP and calling in to the absence line. When absences are planned in advance, a copy of detailed lesson plans must also be printed and placed in the classroom sub binder. Sub plans may not include summative assessments. All summative assessments must take place with the classroom teacher in attendance.

Sub plans should explain, in detail, what is expected from your students during each time of the day, including transitions. Since a sub has not had the training on our curriculum and current student understanding, new content should not be required to be taught by subs. The work that you leave should draw upon review skills that will keep students engaged and that will allow a sense of independence. Activities for the sub must be pre-printed and labeled with enough for every student since subs do not have time or access to make copies. Since AESOP subs will not have access to a laptop, lessons should not rely on Smart Board use unless prior arrangements have been made with the Director of Technology. At no time should a teacher leave their laptop for an AESOP sub to use or share their log-in information with an AESOP sub.