

To create an absence in Aesop/Frontline website

Go to internet browser

Enter URL address: <http://www.aesopeducation.com/>

Login with your credentials

frontline
education

Absence Management

Formerly Aesop

Sign In

ID or Username

PIN or Password

Sign In

[I forgot my ID or username](#) [I forgot my PIN or password](#)

[Having trouble signing in?](#)

If you don't know your credentials, you can click on "I forgot my ID or username" to have it email you the username

If you don't know your pin or password, you can click on "I forgot my PIN or password" to have it email you a link to reset your password.

Find answers (creating an absence, report writer, employees, etc.)

SEARCH

Check out our Back to School Featured Resources below.
Or take [4 minutes](#) to see all that Frontline Client Success has to offer.

Menu



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-  Substitute Placement >

Creating a Basic Absence

Updated - August 10, 2017



There are many things you can do and see on your absence management 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.

📄 Reports, Imports, & Letters >

👤 Campus User Help >

👤 Employee Help >

👤 Substitute Help >

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

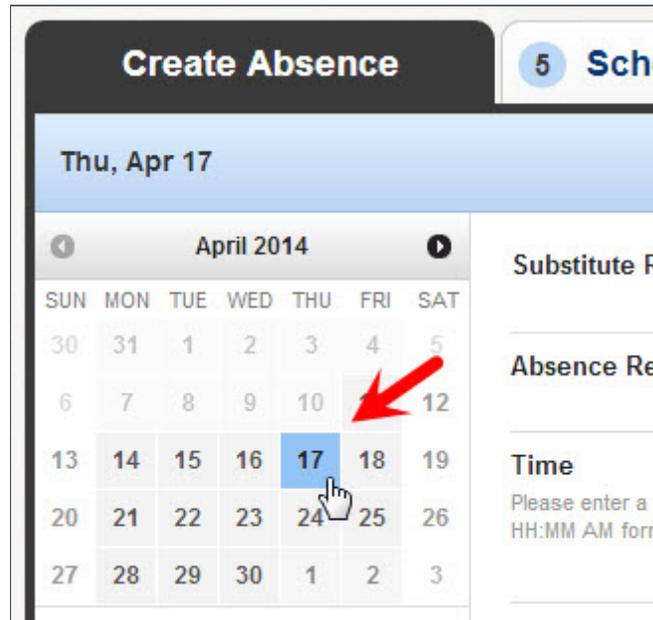
- Vanderbilt HS Code of Conduct.xlsx
High School Rules

For more advanced absence scenarios, you'll want to click the **Advanced Mode** button. Click [here](#) to learn more about Advanced Mode Absences.

Select the Date (or Dates)

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

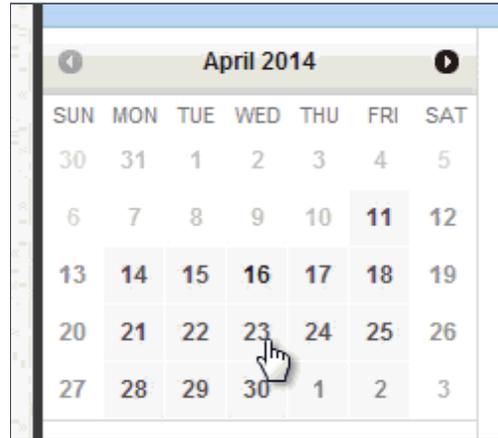
Note: Absences can be create up to one year in advance when created on the web.



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, its time to enter the rest of the absence details.

| | |
|---|---|
| Substitute Required | <input checked="" type="checkbox"/> |
| Absence Reason | Select One ▾ |
| Time Please enter a valid time range using the HH:MM AM format. | Full Day ▾ 08:00 AM to 03:00 PM |
| Notes to Administrator (not viewable by Substitute) | Notes to Substitute |
| <div style="border: 1px solid #ccc; height: 100px;"></div> <p>255 character(s) left</p> | <div style="border: 1px solid #ccc; height: 100px;"></div> <p>255 character(s) left</p> |

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 | <input checked="" type="checkbox"/> |
|----------------------------|-------------------------------------|

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.

Full Day
08:00 AM to 03:00 PM

Notes to Administrator
(not viewable by Substitute)

Absence Reason Dropdown:

- Select One
- Bereavement
- Comp Time
- FMLA > Child
- FMLA > Self
- FMLA > Spouse
- Illness
- Jury Duty
- Personal
- Professional Dev
- School Business
- Vacation
- Workers Comp

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.

Time Dropdown:

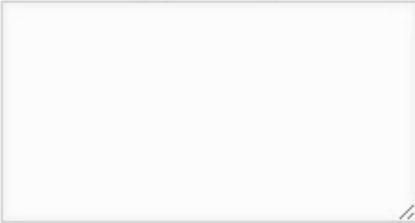
- Full Day
- Full Day
- Half Day AM
- Half Day PM

If you do need to enter custom times, choose **Custom** from the drop-down and then enter the custom times in the boxes provided.

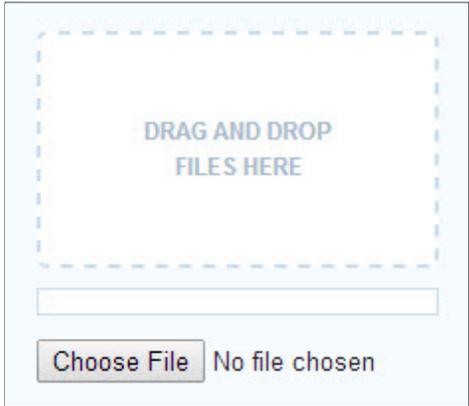
Operational Details

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)  255 character(s) left | Notes to Substitute  202 character(s) left |
|--|--|

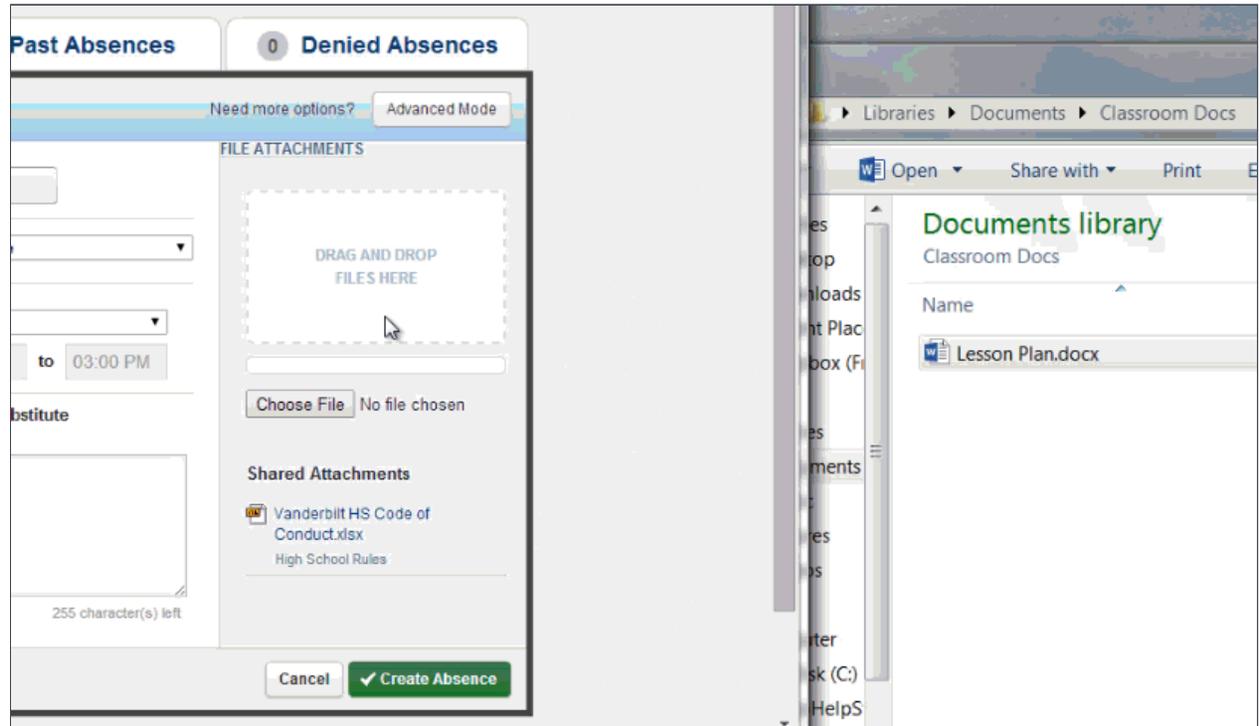
Attach a File: Absence management gives you the ability to attach files to your absence for your substitute to see, such as lesson plans or seating charts. You can attach Word, Excel, and PDF files.



DRAG AND DROP
FILES HERE

 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 you see in the example below.



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

April 2014

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| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 1 | 2 | 3 |

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

Substitute Required Yes

Absence Reason Personal Day

Time
Please enter a valid time range using the HH:MM AM format.
Full Day
08:00 AM to 03:00 PM

Notes to Administrator (not viewable by Substitute)
255 character(s) left

Notes to Substitute
Please feed Ringo, our classroom hampter! :)
211 character(s) left

FILE ATTACHMENTS

DRAG AND DROP FILES HERE

Choose File No file chosen

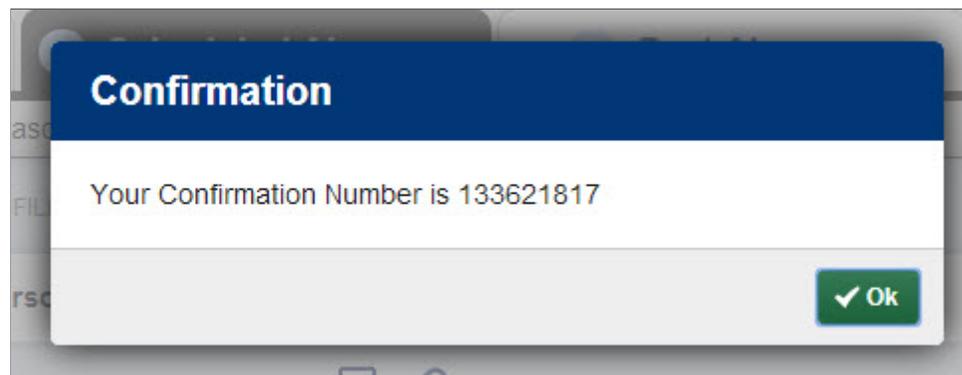
Lesson Plan.docx
No Description...

Shared Attachments

Vanderbilt HS Code of Conduct.xlsx
High School Rules

Cancel **✓ Create Absence**

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 absence management. Now, go get some coffee.
