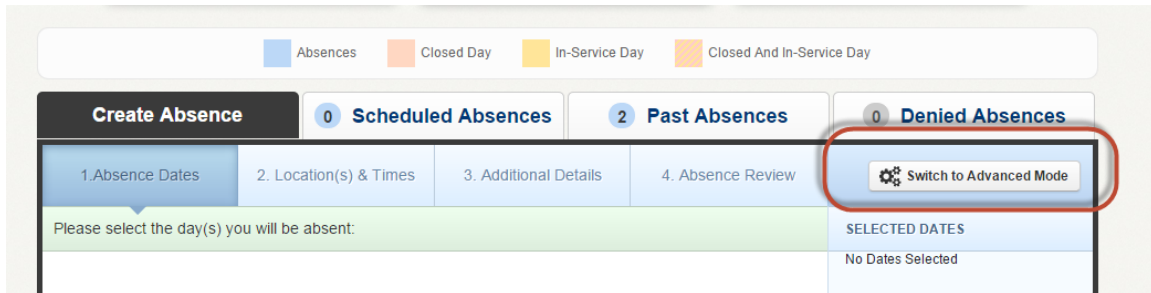
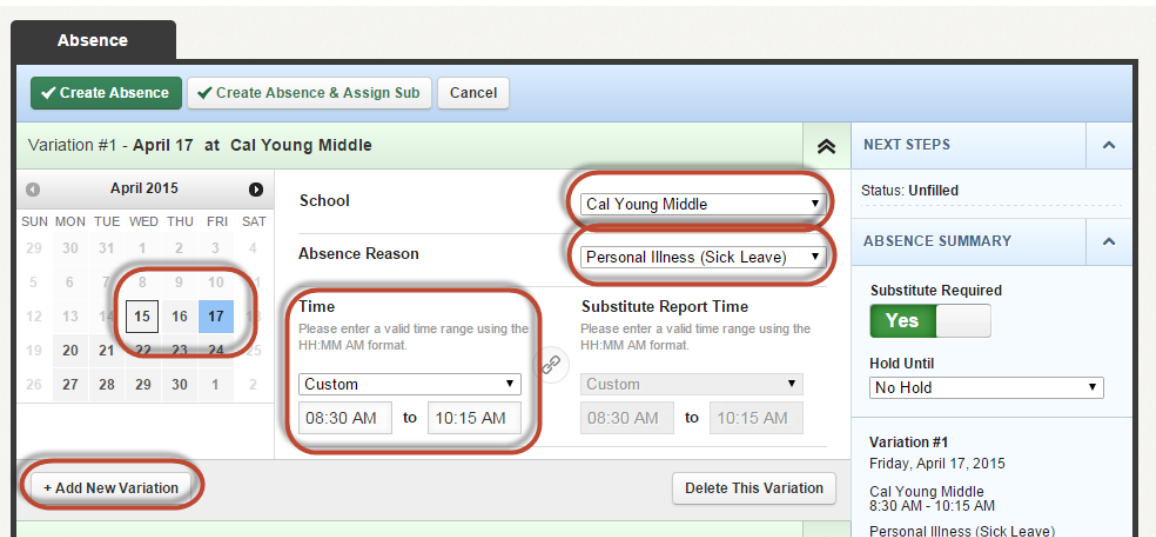


How to Enter an Absence if you are at Multiple Schools:

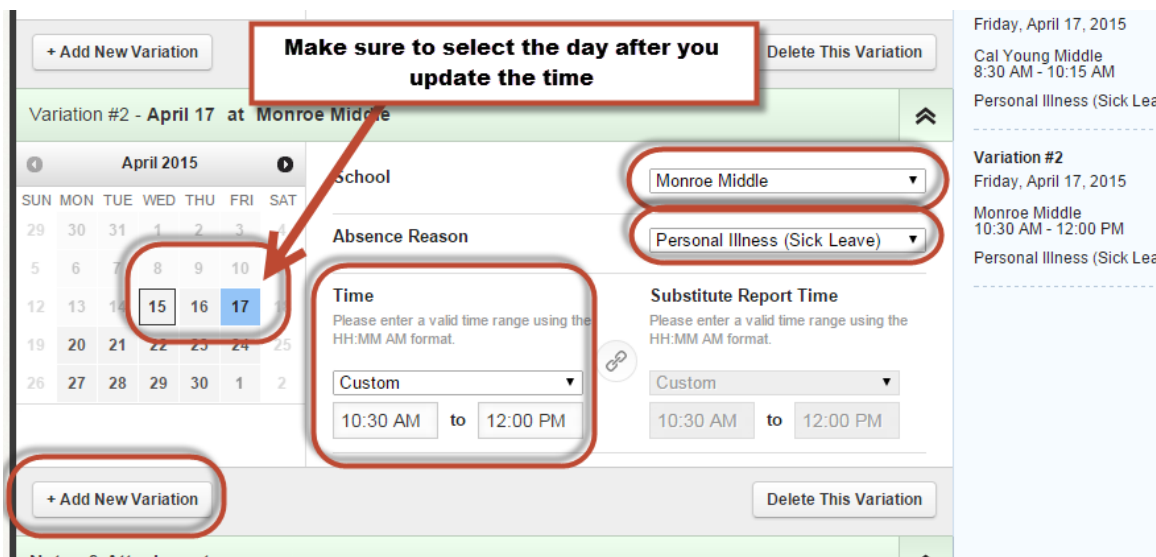
1. Log into AESOP.
2. Click the “switch to advanced mode” button at the top right of the create absence screen.



3. Fill out the first section with all the information pertaining to your first school and then click “add new variation.”



4. Once you click the “add new variation” button it will pop up with “variation #2” below. Fill out this new section with all the information pertaining to your second school.



5. If more “variations” need to be added click the “add new variation” under the second variation and continue for each school/variation.

The screenshot displays a web application interface for managing variations. At the top, there are two time range inputs, both set to "10:30 AM to 12:00 PM". Below these are two buttons: "+ Add New Variation" and "Delete This Variation". The main section is titled "Variation #3 - April 17 at Sheldon High School". On the left, a calendar for April 2015 is shown, with the date 17 highlighted. The form fields are as follows:

- School:** Sheldon High School (dropdown menu)
- Absence Reason:** Personal Illness (Sick Leave) (dropdown menu)
- Time:** Custom (dropdown menu), 01:00 PM to 02:10 PM
- Substitute Report Time:** Custom (dropdown menu), 01:00 PM to 02:10 PM

Buttons for "+ Add New Variation" and "Delete This Variation" are located at the bottom of the form.

6. Once you are done adding variations you will see a summary on your screen. Then continue as normal and either “create absence” or “create absence & assign sub” if you have re-arranged with someone. See example on next page.

Absence

Variation #1 - April 17 at Cal Young Middle

April 2015						
SUN	MON	TUE	WED	THU	FRI	SAT
29	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

School:

Absence Reason:

Time: to to

Substitute Report Time: to to

+ Add New Variation

Delete This Variation

Variation #2 - April 17 at Monroe Middle

April 2015						
SUN	MON	TUE	WED	THU	FRI	SAT
29	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

School:

Absence Reason:

Time: to to

Substitute Report Time: to to

+ Add New Variation

Delete This Variation

Variation #3 - April 17 at Sheldon High School

April 2015						
SUN	MON	TUE	WED	THU	FRI	SAT
29	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

School:

Absence Reason:

Time: to to

Substitute Report Time: to to

+ Add New Variation

Delete This Variation

Notes & Attachments

Notes to Administrator
(Viewable only by Administrator and Employee)

255 character(s) left

Notes to Substitute
(Viewable by Administrator, Employee, and Substitute)

255 character(s) left

File Attachments

DRAG AND DROP FILES HERE

No file chosen

Uploaded Files

Related Files

- Substitute.Info.pdf
Please read before beginning your assignment
- Substitute.Info.pdf
- 2014.2015 Important Information for Guest Teachers.pdf
2014/2015 Important Information for Guest Teachers
- 2014.2015 Important Information for Classified Substitutes.pdf
2014/2015 Important Information for Classified Sub

NEXT STEPS

Status: Unfilled

ABSENCE SUMMARY

Substitute Required

Hold Until

Variation #1

Friday, April 17, 2015

Cal Young Middle

8:30 AM - 10:15 AM

Personal Illness (Sick Leave)

Variation #2

Friday, April 17, 2015

Monroe Middle

10:30 AM - 12:00 PM

Personal Illness (Sick Leave)

Variation #3

Friday, April 17, 2015

Sheldon High School

1:00 PM - 2:10 PM

Personal Illness (Sick Leave)