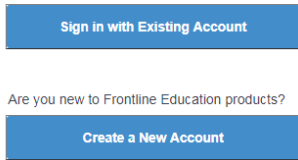


Absence Management for Teachers

Logging in:

First login: You will receive an email invitation from no-reply@frontlineed.com

***Important: please do not forward this invitation.** The sign-in and create account buttons below are connected directly to your personal information.



Click on Sign in with existing account.

Use the same username and password you used when you created your Professional Growth (MLP) account.

Regular login: Open a web browser and navigate to <https://www.aesoponline.com>

Login with your username and password.

Check your Account Settings:

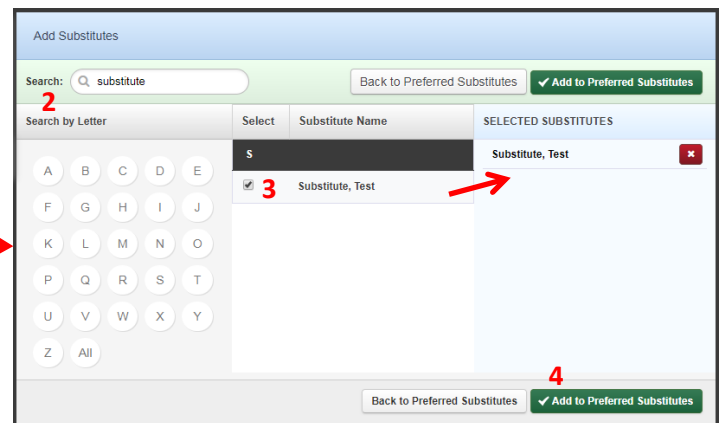
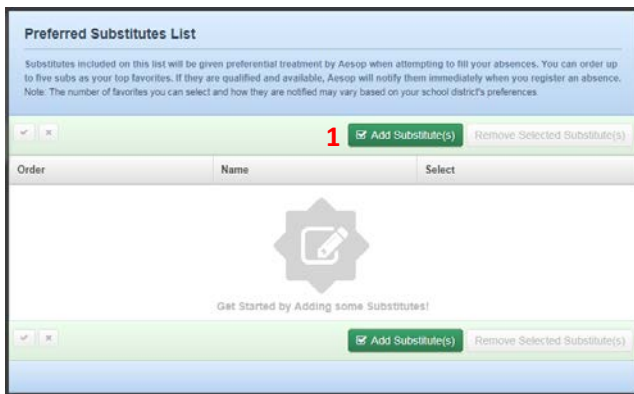
Click on Account > Choose from the 4 options



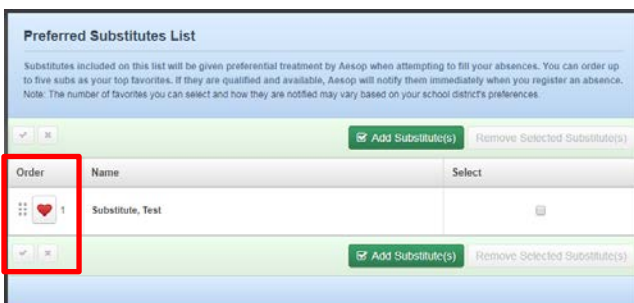
Personal Info: Make sure your phone number and email address are correct. If not, make necessary changes, and click Save Changes.

Shared Attachments: Upload lesson plans, class rules, etc.

Preferred Substitutes: Make a list of your favorite subs. Anyone on this list will have first priority to accept your absence. If the absence is not filled immediately, it will become visible to the School Preferred list followed by the District Preferred List.



1. Click Add Substitute.
2. Search by last name or by the first letter in their last name.
3. Check the box beside their name. You will now see them listed under Selected Substitutes.
4. Click "Add to Preferred Substitutes."



Choose your Favorite Five:

1. Click the heart icon beside their name in your Preferred Substitute List.
2. Click and drag them up or down (on the 6 dots) to rank them in order from 1-5.
3. Click the check below to Save your Favorite Five List.

Remove a Substitute from your list:

Check the box to the right of their name > Remove Selected Substitute(s)

Create an Absence:

Create Absence | 1 Scheduled Absences | 1 Past Absences | 0 Denied Absences

August 14 | Need more options? [Advanced Mode](#)

1 August 2017

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 31 1 2

Substitute Required Yes

Absence Reason 2 Professional Leave

Time 3 Full Day
Please enter a valid time range using the HH:MM AM format.
07:50 AM to 03:20 PM

Notes to Administrator 4
(not viewable by Substitute)
I'm planning to attend a workshop at WRESA from 9:00-3:00 - "Teaching With Boys in Mind."
165 character(s) left

Notes to Substitute
Class roster and lesson plans will be in a folder on my desk.
Please mark students who are absent and return attendance roster to Ms. Jones in the front office by 8:30.
86 character(s) left

FILE ATTACHMENTS

DRAG AND DROP FILES HERE

Choose File No file chosen 5

Shared Attachments

Cancel **Create Absence** 6

1. Select the date (or multiple dates) for your absence by clicking on the calendar.
2. Choose an Absence Reason from the drop down menu.
3. Select the time – Full Day, Half Day AM, or Half Day PM.
4. Add Notes to Administrator and/or Substitute.
5. Attach any necessary files like lesson plans, handouts, etc. that would be helpful to your substitute.
6. Click “Create Absence.”

A confirmation number will appear. Make a note of this number. Click OK.

Scheduled Absences:

View all absences you have scheduled. Click on View Details to see more information or to edit the absence.

Create Absence		2 Scheduled Absences	1 Past Absences	0 Denied Absences
Date	Reason	Location	Duration	Time
CONFIRMATION # 263940900 UNFULFILLED / NO APPROVAL REQUIRED View Details				
14 Aug 2017	Professional Leave	Bethel Elementary School	1 Full Day	7:50 AM - 3:20 PM
CONFIRMATION # 263683436 UNFULFILLED / NO APPROVAL REQUIRED View Details				
23 Aug 2017	Sick Leave	Bethel Elementary School	1 Full Day	7:50 AM - 3:20 PM

Past Absences:

View your past absences for the past 30 days or the entire school year. Here, you can view the details of your absence and leave feedback on your substitute. You can also view any feedback that the substitute left for you.

Create Absence		2 Scheduled Absences	1 Past Absences	0 Denied Absences
Date	Reason	Location	Duration	Time
This list shows absences for the past 30 days. View More...				
CONFIRMATION # 263682560 SUBSTITUTE, TEST / NO APPROVAL REQUIRED View Details Leave Feedback				
04 Aug 2017	Professional Leave	Bethel Elementary School	1 Full Day	7:50 AM - 3:20 PM

Denied Absences:

View any absences that were denied by your approver. View the details of your absence along with any comments left by your approver.

Create Absence		2 Scheduled Absences	1 Past Absences	0 Denied Absences
Date	Reason	Location	Duration	Time
No data to display				

Filling Absences:

It is best practice to create your absence as soon as you know about it. This allows Absence Management to work for you in filling your absence. Substitutes may access Absence Management via phone or the web to search for available jobs. Those who are qualified and available will have access based on the following time preferences: Favorite Five (100%) > Employee Preferred (100%) > School Preferred (90%) > District Pool (80%). If your absence is not filled within 48 hours of the date you are scheduled to be out, Absence Management will begin calling substitutes.

Example: If you enter an absence 30 days before the absence takes place, the absence will be visible to your Favorite Five and then your Employee Preferred List immediately (100% of the lead time). At 27 days (90% of the lead time), the absence will also be visible to the School Preferred List. At 24 days (80% of the lead time), the absence will be visible to all substitutes in our district pool that are available.

Help and Training:

Click on the question mark > Frontline Support to access the Learning Center. Search the knowledge base to learn more information about a specific topic or find helpful training resources and videos.

Accessing Absence Management on the Phone:

Not only is Frontline's absence management on the web but you can also create absences, manage personal information, check absence reason balances, and more, all over the phone.

To call the absence management system, dial 1-800-942-3767. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

Over the phone you can:

- Create an absence (within the next 30 days) – Press 1
- Check your absence reason (entitlement) balances – Press 2
- Review upcoming absences – Press 3
- Review a specific absence – Press 4
- Review or change your personal information – Press 5

If you create an absence over the phone, be sure to make note of the confirmation number that the system assigns the new absence for reference.